

MASSEY UNIVERSITY

ROOM AND LIQUOR PERMIT

This permit is **NOT** a Liquor Licence.

This permit is a Facility booking form requesting University approval for a Function (including functions where alcohol is served).

1. **To be submitted in triplicate 3 weeks prior to Function date to Campus Registrar's Office, PN124.**

2. **Function Requirements and Approval for Room or Facility**

Must be discussed with and approved by:

- | | |
|---------------------------|---|
| a. Student Lounge | - MUSA |
| b. Halls of Residence | - Assistant Community Manager |
| c. Recreation Centre | - Customer Service Officer, Sport and Recreation Centre |
| d. Events Centre | - Customer Service Officer, Sport and Recreation Centre |
| e. Other rooms/facilities | - Timetable Officer |

All Student Functions must also be approved by MUSA

A. Room Permit

DATE OF PROPOSED FUNCTION: Building:

DATE OF APPLICATION: Rooms:

NAME OF GROUP:

PERSON RESPONSIBLE FOR FUNCTION: Mail Code:

STATUS AT UNIVERSITY (if applicable):

ADDRESS: Phone:

NATURE OF FUNCTION: Starting Time:

ESTIMATED NUMBER ATTENDING: Finishing Time:

ACCOUNT: To charge for extra cleaning, furniture shifting, or damage:

ROOM APPROVED: (signatures)

MUSA APPROVAL (signature) if required:.....

B. Liquor Permit (Liquor is not to be served after 10.30pm unless Special approval obtained).

Serving of Liquor - Start Time: **Finish Time:**

Is it proposed your Group will sell liquor Yes No

Have Proceedings been initiated to obtain a Special Licence Yes No N/A

Are you prepared to and able to comply with the Sale of Liquor Act Yes No N/A

WHO WILL ATTEND HOLDING THE BAR MANAGER'S CERTIFICATE:

ADDRESS:

FOOD MUST BE AVAILABLE - this is a requirement of the University's Liquor Licence

Type and Quantity of Liquor:

Type and Quantity of Food:.....

Signature of person responsible for Function:

(This person must be in attendance throughout the Function).

LIQUOR PERMIT GRANTED pm to pm

University Permit Authorised:

Campus Registrar

Please note: A permit will not be granted unless this form has been completed in full.