



APPLICATION FORM

Booking ID:

Applicant's Name:

DOB:

Address:

Telephone (Home):

Mobile:

Venue Name:

Venue Address:

Nature of the Function:

Number of Guests:

Day/Date:

Start:

Finish:

Please note:

- 1 An applicant must make an appointment with the Licensing Section of the relevant Police Station no later than **15 days prior to the function**. You must take this completed application form to the Police Station at the time of your appointment.

Once signed by the Police, you must lodge this form at Liverpool City Council Customer Service Centre or email to management@liverpool.nsw.gov.au no later than **5 working days prior to the function taking place**. The approved application must be available for inspection at the venue on the scheduled date of booking. Applications for the consumption of alcohol may be refused and a permit may be revoked at any time.

- 2 Please be aware that Council may disclose all relevant details of your booking to the NSW Police, who may also conduct spot checks of your function to check venue capacity and condition compliance. The NSW Police may close down any function due to excessive noise or where the safety of any person at the function is at risk as a result of misbehaviour or intoxication.
- 3 Please note that the information that you provide on this form will be used by council or its agents to process this application. In accordance with the *Privacy and Personal Information Protection Act 1998* and Council's Privacy Management Plan, Council will try to avoid releasing personal information that you provide on this form to third parties. For more information regarding your privacy rights, please contact council's Privacy Contact Officer (the Governance Coordinator) on 1300 36 2170.

Applicant's Declaration

- I have read the above notes and understand the following:
- a) no person/s under the age of 18 years of age is allowed to consume/be in possession of alcohol;
 - b) the applicant is responsible for any person who is or becomes intoxicated while at the function;
 - c) no alcohol is to be consumed outside of the premises;
 - d) alcohol is to be kept strictly under control and not sold;
 - e) **any breach of the Liquor Act 2007 relating to minors or intoxication may lead me to being summonsed before the Local Court of New South Wales, where fines could be issued to the amount of \$11,000.**

Applicant's Signature

Print Name

Date

Police Use

Police Signature

Print Name

Date

GENERAL INFORMATION

A Safe Function

Hosting a party can be great fun. You'll want to have a night your guests will remember for all the right reasons. As a host, it is your responsibility to ensure your guests party safe! Here are some tips to hosting a safe function:

- a) Make entrance to the party by invitation only – this will discourage uninvited guest.
- b) Make the start and finish time clear on your invitation.
- c) Clearly state on your invitation if the party is no alcohol permitted, BYO (bring your own) alcohol or whether alcohol will be supplied. If you don't allow people to BYO it is easier to control the amount of alcohol that is served.
- d) Ensure food and water is readily available for all guests throughout the party. Snacks high in protein and carbohydrates such as cheese, dips, crackers, chips, raw vegetables and seafood delay the absorption of alcohol.
- e) Stop serving alcohol one hour before the party is to end. Serve hot drinks or non-alcoholic drinks along with a light snack, maybe some cheese and crackers, prior to your guests heading home.
- f) Do not allow people to leave with drinks, remember generally it is illegal to consume alcohol in public places.
- g) As the host, you should not get intoxicated so that any problems can be dealt with effectively.
- h) It's your party and you have the right to ask people to leave

Checklist for an applicant (please tick)

- An application form to consume liquor on the Council's Community Venue must be completed.
- I must ensure that a completed application form is signed and stamped at the Police Station nearest to the Council's Community Venue no later than 15 days prior to the functions.
- I must provide a copy to the Council's Community Facilities Management or email a copy to managementf@liverpool.nsw.gov.au no later than 5 working days prior to the function.
- I am aware I will not receive keys to the Council's Community Venue until the signed form has been provided to Council's Community Facilities Management.

Police Stations

Hirers wishing to consume liquor on Council Community Venues must apply to the Licensing Section at the relevant Police Station for the Community Venues listed below:



Liverpool Police Station: (02) 9765 9499

- Casula Community Centre
- Chipping Norton Community Centre
- Chipping Norton (The Boatshed) Recreation Centre
- Hilda M Davis Community Centre
- Liverpool Pipe Band Community Centre
- Liverpool Community Centre
- Moorebank Community Centre
- Orange Grove Community Centre
- Seton Community Centre
- Voyager Point Community Centre
- Wattle Grove Community Centre
- Wattle Grove Youth Centre

Green Valley Police Station: (02) 9607 1799

- Bringelly Community Centre
- Carnes Hill Community Centre
- Cecil Hills Community Centre
- Greenway Park Community Centre
- Green Valley District Community Centre
- Heckenberg Community Centre
- Hinchinbrook Community Centre