

This application is to be completed by students wanting to use University spaces or Grounds for the following:

### **Hire of University Space**

Applications **MUST** be submitted a **minimum** of two (2) weeks prior to the event

#### **Please note below information**

- If you are intending to sell alcohol please ensure you obtain a liquor license [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au) and will have people with RSA (Responsible Serving of Alcohol) certificates present. This certificate **MUST** be shown to a Venue Hire member Venue Hire Office.
- If you are preparing/serving food please check Food Safety guidelines and responsibilities on the City of Melbourne's website <http://www.melbourne.vic.gov.au/>
- No weapons or imitation weapons are to be used without the presence of a fully registered armourer.
- The University does not condone the use of illicit drugs on its campuses and sites.
- The Venue/BBQ area should be left the way it was found and all rubbish placed in the bins provided.
- For additional information on running your event contact the Student Union Activities Officer <http://www.su.rmit.edu.au/activities/index.html>.
- No parking is available on the city campus – loading and unloading points can be arranged.
- For large events a site meeting should be arranged with Property Services Venue Hire Office.
- Bands and Music – amplified music is permitted between 12pm and 2pm only.
- Bands are not permitted to use inappropriate/offensive language.
- Security costs may be applicable and will be determined by the Security Manager.

The following information **MUST** be provided with this application for any RMIT campus or site. Applications without **ALL** requested information will be returned unprocessed.

Please note: Footpaths around the City Campus are managed by the City of Melbourne. Permission must be sought from the City of Melbourne if you plan to use the footpaths or any other area of the City for filming purposes.

#### **How to Submit Application**

Email: [Venues@rmit.edu.au](mailto:Venues@rmit.edu.au)

You will be contacted by email if further information is required. Successful applications will receive a Booking Permit via email. The booking permit should be kept on your person for the duration of the activity.

**It should be noted the University is undertaking an extensive Capital Works program 2007 – 2018. Property Services cannot guarantee Bowen St or any other area you may require will be clear of large rubbish bins, cranes or other equipment during this time for your event.**

Applicant Information			
Full Name:			
Email:		Student No:	Phone:
Is this booking on behalf of a Registered RMIT Club? <a href="#">Not sure which club you are part of? Click here</a>		No	Yes (please specify):
If No, which School are you a member of?			
Name of event			
Nature of event			
If other, please specify			
Venue Information			
Venue requested	Please select:		If other, please specify:
Date Information			
Requested start date:		End date:	
Requested start time:		End time:	
Event Information			
Name of students responsible for this event			
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>			
Approximate number of attendees:		Predominant age group involved:	
Is this booking made on behalf of an external organization?	No	Yes	If Yes, Name of organisation =
The University does not condone the use of illicit substances on its campuses. What is the likelihood of drug involvement?			
None	Low	Medium	High
Will alcohol be served?	Yes	No	
If sold, has a liquor license been obtained and will RSA trained staff be in attendance? Yes No			
Please note = If alcohol is served (free or sold) RMIT Security is a requirement and will incur costs to the group booking the event			
Is food being served?	Yes	No	
If Yes, have Food Preparations Regulations been met? Yes No			
(For further information visit the Victorian Government Food Safety website)			

**Provision of misleading and incorrect information could lead to disciplinary action.**