

NOTIFICATION OF INTENT TO CONSUME LIQUOR AT A PUBLIC HALL

Copy 1 – Hirer Copy

The Liquor Act 2007 makes it an offence to sell liquor without a licence or outside the scope of exemptions provided under the law - maximum penalties of up to \$11,000 and/or 12 months imprisonment apply.

A liquor license is required at any event where alcohol is to be sold. This includes events where alcohol is included in the ticket price or, for example, where a donation is required for entry to the venue or to obtain alcohol. If an **entrance fee** is charged, the Hirer requires an On-premises Licence from Liquor and Gaming NSW (02 9995 0300) a minimum of 4 weeks in advance of the event.

If alcohol is intended to be consumed at a function where attendees have been charged an entrance fee, it is the Hirer's responsibility to have:

- a person(s) with a Responsible Service of Alcohol (RSA) Certificate to serve that alcohol; and
- an On-premises License from Liquor and Gaming NSW

It is essential that Willoughby City Council (WCC) bookings staff receive a copy of the Licence and the Certificate prior to confirmation of booking. It is not policy to provide staff with RSA certificates to hirers for functions where alcohol will be served. This is the Hirer(s) responsibility.

If alcohol is to be served at a function but **no entrance fee** is charged to attendees and no alcohol is to be sold such alcohol does not need to be served by someone with a RSA certificate. In this case it is the Hirer's responsibility to notify the Licensing Officer at Chatswood Police Station via the form below.

The form below must be completed in triplicate and taken to the Licensing Officer at Chatswood Police Station (63 Archer Street, Chatswood) to be signed and stamped.

- One copy will be retained by the Police
- One copy must be retained by the Hirer(s)
- One copy must be forwarded to specific WCC venue **prior to confirmation of booking**.

Organisation: _____

Contact person: _____

Phone: _____ **Mobile:** _____ **Email:** _____

Date of Booking: _____ (DD/MM/YYYY) **Number of People Attending:** _____

Venue: _____

Type of function: _____
(e.g. birthday, charitable event, dinner, exhibition, performance, private function, seminar)

Is it expected that alcoholic liquor will be consumed at the function? YES / NO

Approved by Licensing Officer, Chatswood Police Station for consumption of alcoholic liquor, subject to the provisions of The Liquor Act (as amended) and in particular:

- Alcoholic liquid shall not, at any time, be sold or offered for sale on these premises;
- No person under the age of 18 years be served with alcoholic liquor; and
- The hirer or hirers of the premises shall be responsible for the good conduct of those attending the function.

(Signature of the Licensing Officer)

Date

(Signature of Applicant)

Date

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Copy 2 – Police Copy

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Contact person: _____

Phone: _____ **Mobile:** _____ **Email:** _____

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Date

(Signature of Applicant)

Date

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Contact person: _____

Phone: _____ **Mobile:** _____ **Email:** _____

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