

# Application for the consumption of alcohol on TRI premises

Please complete all sections and return to the TRI Communications and Marketing team at [events@tri.edu.au](mailto:events@tri.edu.au) at least **10 business days** prior to your event.

## Contact Details

\*On-site Event Manager/s \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_ Mobile Phone \_\_\_\_\_

## Event Details

Event Name \_\_\_\_\_

Event Date/s \_\_\_\_\_ ^Event Timings \_\_\_\_\_

Brief description of event e.g. Is it a seminar or workshop? Who is attending? Will there be catering? etc.

### The sale of alcohol on TRI's premises is prohibited.

Please note that in certain circumstances, event organisers will need to apply for a Queensland Community Liquor Permit. Applications for a Community Liquor Permit must be lodged at least 21 days before an event and involve a \$72 fee. Exemptions apply. For more information on when to apply for a permit, please see the Serving Alcohol at TRI Factsheet, and visit <https://www.business.qld.gov.au/liquor-gaming>. It is the responsibility of event organisers to determine whether they need to apply for a Community Liquor Permit.

**I have determined the requirements for a Queensland Community Liquor Permit for this event to be:**

**Required** (please attach a copy with this application)  **Exempt**

\* The on-site event manager is the person/s that will ensure the requirements outlined in the licence/permit (if required) and TRI's policy are followed. This person must attend the event from start to finish and not be impaired by alcohol during the event.

^ In general, the service and consumption of alcohol on TRI's Premises during work hours (before 4pm) is not permitted and will not be approved.

**I, the event organiser, agree to comply with the TRI Alcohol Consumption Policy (inc. Alcohol at Events) and ensure that it and all other TRI policies are adhered to both prior to and during my event.**

Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

## Application Approvals

TRI Communications & Marketing Director	TRI WH&S Manager
Name (please print): _____	Name (please print): _____
Signature: _____ Date: _____	Signature: _____ Date: _____
TRI CEO	Chief Executive Metro South Health/MSH Delegate
Name (please print): _____	Name (please print): _____
Signature: _____ Date: _____	Signature: _____ Date: _____



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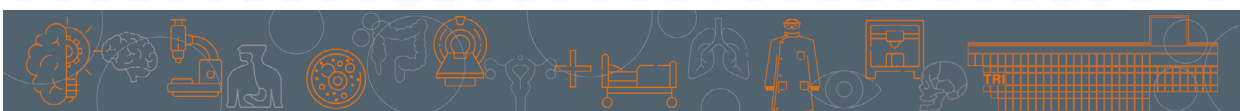
## Risk Assessment

This table forms part of your application to consume alcohol on TRI premises, and is to be completed prior to any event taking place that involves the serving of alcohol. Please submit this form as part of your application.

The purpose of this form is to determine the general risk factors for your event by selecting a low, medium, or high rating for each of the event criteria. The average of these risk factors gives one of three overall risk categories for the event: low, medium, or high.

- For an event that is calculated as an **overall medium risk**, strategies must be put in place to reduce the level of risk and you must list them over the page.
- For an event that is calculated as an **overall high risk**, you must complete the TRI/your own risk assessment and submit with this application.
- For each line item, please indicate by **checking/ticking which scenario best describes your event**.
- One or more criteria that have a rating of high can raise the overall risk of the event to high.
- If you have any medium or high risk areas, please ensure that you complete Part 3 of this form.

Criteria	Low Risk Event	Medium Risk Event	High Risk Event
Type of alcohol	<input type="checkbox"/> Non-alcoholic beverages served, light beer only, no spirits.	<input type="checkbox"/> Non-alcoholic beverages served, full strength beer as well as light beer and wine.	<input type="checkbox"/> Full strength and light beer, wine, spirits and water.
Food	<input type="checkbox"/> Two/three course meal served near start of event.	<input type="checkbox"/> Food (dips, cheese, crackers etc) available 30 mins before alcohol available.	<input type="checkbox"/> No food or only salty food (chips/nuts).
Supervision	<input type="checkbox"/> Dedicated supervision.	<input type="checkbox"/> Part time supervision.	<input type="checkbox"/> No supervision.
Length of event	<input type="checkbox"/> Less than two hours	<input type="checkbox"/> Between two and four hours.	<input type="checkbox"/> More than four hours.
Bar staff	<input type="checkbox"/> Responsible Service of Alcohol accredited paid staff.	<input type="checkbox"/> Combination of paid staff and Responsible Service of Alcohol accredited volunteers	<input type="checkbox"/> Responsible Service of Alcohol accredited volunteers
Type of activity	<input type="checkbox"/> Low key	<input type="checkbox"/> Special occasion	<input type="checkbox"/> Party (end of year, Melbourne Cup)
Accessibility	<input type="checkbox"/> Majority can walk, get taxis or use public transport.	<input type="checkbox"/> Majority must drive, taxis and public transport available.	<input type="checkbox"/> Everyone must drive, no public transport.
Mobility of event	<input type="checkbox"/> Event starts and finishes in one location.	<input type="checkbox"/> Events starts in one place then people are encouraged to move to another location.	<input type="checkbox"/> Pub crawl type event, three or more locations.
Crowd mix	<input type="checkbox"/> Broad age mix.	<input type="checkbox"/> People in 20s-30s.	<input type="checkbox"/> People aged 18 – 25s
Number of People	<input type="checkbox"/> Less than 50.	<input type="checkbox"/> 50-100.	<input type="checkbox"/> More than 100.
Underage people present	<input type="checkbox"/> None	<input type="checkbox"/> Limited number	<input type="checkbox"/> More than 20% of attendees.



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## Medium and High Risk Events

If any of the criteria in the Risk Assessment have been classified as medium or high risk, please complete this section.

Outline in the following table the strategies you have put in place to control these risks.

Description of Hazards/Risks	Risk Level	Control Measures <i>(Note: if only Administration or PPE controls are used, please explain why)</i>
Other details:		

**Please note, if your event is calculated as a high risk, you will be asked to complete and submit the full TRI risk assessment or your own organisation's risk assessment.**