



Terms & Conditions of Hire for Fale Pasifika

Thank you for your consideration and interest in utilising the Fale Pasifika (Fale) as the chosen venue for your event. Please take the time to read through the following Terms & Conditions in relation to the use of the Fale and/or other facilities associated with your event.

1. DEFINITIONS OF TERMS USED

- 1.1. **'Fale'** when used in context as enforcing policy is representative of the Administration staff who are employed by the University of Auckland (UoA) to manage, coordinate and administer policies in accordance to UoA's
- 1.2. **'Fale'** is also used as the name of the venue as opposed to Fale Pasifika – This is the Pacific Island open inspired space in which your event will be held.
- 1.3. **'Hirer(s)'** is representative of the individual(s), internal department, organisation and/or company and is inclusive of the authorised representative person(s) that have applied for the use of the Fale.
- 1.4. **'User(s)'** is representative of **all persons attending and/or contracted in** that are participating and/or working in the event hosted by the **'Hirer(s)'**
- 1.5. **'External(s)'** are considered as any parties that are not part of the UoA (University of Auckland). This also includes staff members who are hiring the Fale for personal use.

1.6. **'Internal(s)'** are considered as any parties that are within the UoA (University of Auckland) and/or utilising the Fale for a UoA focussed event.

2. BOOKING PROCESS OF THE FALE PASIFIKA

2.1. Once inquired date has been cleared as available in the Fale calendar; A booking application form will be emailed to the hirer(s) for completion in response to a booking enquiry. **The application may be suspended and/or will be delayed if insufficient information is provided.**

2.2. Upon receipt of the completed booking form, the hirer(s) will be provided with a **minimum estimation of costs**. These costs may change to reflect and accommodate any changes to times, equipment hireage, etc that is requested by the hirer(s).

2.3. For external(s) to secure the booking, a non-refundable deposit of 25% of the total balance must be paid once application has been approved. If deposit is not received the Fale reserves the right to cancel the booking and allocate the venue to another party.

2.4. Any Bond that is charged is to be paid along with the initial 25% deposit. Please note that there is no GST charged on Bond.

2.5. **Total balance remaining must be paid in full at least 30 days prior to event/function.** Where an event is booked less than 45 days prior to the event the total amount must be paid immediately and received no later than 15 working days prior to the event.

NOTE: The Fale reserves the right to terminate the booking based on nonreceipt of payment and/or appropriate billing details.

2.6. Please be advised that the Fale reserves the right to decide whether additional staff (Fale crew) from the department is required to be present at the function. This will be dependant on the event, setup, transitions (before, during or after event), pack down and number of guests attending.

2.7. Hirer(s) must inform their chosen caterers (who must be company registered, and certified) of the rules and regulations with regards to the hireage of the Fale and kitchen, in particular section 9 of this document.

2.8. Booking of the Fale is restricted to the following spaces;

2.8.1 Fale Pasifika Building 275.120

2.8.2 Kitchen 273.109

2.8.3 Toilets 273.111 & 111A, 273.112 and 273.114.

2.8.4 It **does not extend to the outside and Malae areas** in front and around the Fale.

2.8.5 It **does not extend to any of the lecture rooms, student spaces, meeting areas and atrium areas within the Pacific Studies complex.** See Appendix 1 for illustration.

3. PAYMENTS

3.1. An invoice will be generated and emailed through to external(s) only. **When making internet payment, please use the invoice number as a reference.** If you are making payment by bank cheque, please make this out to ***“The University of Auckland”*** and attach the remittance advice along with the cheque and post to the address detailed on the left of the remittance advice slip.

3.2. Payments can be made in person during office business hours of 0830 – 1630 at the Pacific Studies, Building 273, 20 Wynyard Street, Auckland.

NOTE: **We will not accept cash payments** only bank cheques as we do not have facilities for receiving cash on premise.

3.3. **For external(s) full payment must be received no later than 30 days prior to the function date.** If payment is not received at or before this time, this will result in the termination of the booking and condition 2.3 will apply.

3.4. **For internal bookings please ensure that you include a departmental code** for billing. This will be settled as a journal entry.

3.5. If your event falls on public / statutory holidays surcharges may apply

4. FORFEITURE OF BOND

The Bond will be forfeited in full or in part thereof for any of the following reasons:

- 4.1. Where damage(s) has occurred to any part of the building / area(s) and/or equipment as a direct result of the user(s)'s negligence. If the damage(s) exceed the amount of the bond the Fale has an obligation to pursue any legal action available to collect related costs from the hirer(s).
- 4.2. Late cancellations. Written notice of cancellation of an event was not received at least 30 day or more prior to the event.
- 4.3. Fale and access areas were not tidied and/or vacated before the scheduled time following its use.
- 4.4. Failure to leave the Fale in the same way as originally found, inclusive of outside and access areas.
- 4.5. Failure to remove all waste material from the inside or outside of the Fale generated by the event.
- 4.6. Failure to leave the kitchen in the expected standard of cleanliness as set out in 9.5.1 – 9.5.6 of this document.

5. CHARGES THAT MAY APPLY FOR INTERNAL USERS

- 5.1. Internal(s) will be contacted where damage to building / area(s) and/or equipment has occurred and will charge your department the cost of repairs / replacement.
- 5.2. Where there may be a need to utilise external suppliers for any repairs and/or replacement costs the full price including GST will be forwarded on to the concerning internal(s) activity code.

6. CLEANING

- 6.1. The cleaning fee that you are charged covers cleaning and maintenance of toilets and public areas ONLY.

- 6.2. The cleaning fee **does not include the kitchen**. This is the responsibility of the hirer(s). Should the kitchen be left in an unsatisfactory condition, (refer 9.5.1 – 9.5.6 for detail) there will be an additional charge **from** \$150+ GST.

7. FALE CREW

- 7.1. Fale Crew members are a necessary cost and is essential when hiring the Fale particularly in “after hours” events.

- 7.2. The hirer(s) will be charged on an hourly basis that is subject to change depending on the total usage time of the Fale. Set-up, pack down and reset times are inclusive.

- 7.3. The Fale reserves the right to assign the necessary number of crew. This will be dependent on the event, setup, transitions (before, during or after event), pack down and number of guests attending.

- 7.4. The role of the Fale Crew is to;
 - 7.4.1 Carry out Occupational Safety & Health duties, i.e., Provide first aid should the need arise, execute, and provide guidance around emergency evacuation procedures, ensure the premises is secure etc.
***All procedures, Fale house rules and important information needed will be done by Fale crew in the briefing that will be done prior to the event starting on the day.*
 - 7.4.2 Oversee that the events are adhering to UoA policies and other relevant legislations (ie. Sale and Supply of Alcohol Act 2012, Emergency Management Statue 2007, Bookable Spaces Management Policy).
 - 7.4.3 To raise the alarm should there be reasonable doubts to security and safety of all occupants of the Fale and /or UoA property.
 - 7.4.4 Access more trestle tables, round tables (if requested and chairs if necessary. Only when this does not exceed the maximum capacity of

the Fale, to ensure our health and safety policies for the Fale and guests.

7.4.5 Set up according to desired floor plan indicated in the completed booking form. Clearing and resetting the Fale after the hirer(s) have cleared out all decorations, rubbish, external equipment etc that has been brought in for the purpose of the hirer(s) event.

7.4.6 Check that the kitchen and hired areas have been cleaned and meet the expected standards. Refer to 9.5.1 – 9.5.6 for expected kitchen cleaning standards.

7.4.7 Maintaining the safety of clients, guest, space, fale equipment, fellow Fale crew, ect.

7.4.8 Assisting with any tech matters involving fale equipment.

7.5. Where the numbers exceed and breach the maximum capacity of people allowed in the Fale, the Fale Crew upon consultation with the Fale Administrator and/or relevant parties will notify the proper authorities to have the event shut down.

***please note that any matters involving maintenance of the toilets is not a part of Fale crew duties or responsibilities as this is handled by a separate domain. Fale staff can only request for special cleans before or during the event.*

8. GENERAL RULES OF RESPONSIBILITY AND CONDUCT

8.1. Hirer(s) must ensure that all user(s) are familiar with all exits from both the Fale and other associated areas used and egress routes from each building.

8.2. User(s) are to keep all personal belongings secure; the Fale and Fale Crew will not be held responsible for any items that may be damaged and/or go missing (before, during or after the event).

8.3. User(s) must keep gangways and exit routes clear and ensure that exit signs are not obstructed for health and safety protocols.

8.4. The delegated “go-to-person” for the event is assumed to have been given delegated authority to accept any additional charges that maybe incurred by impromptu requests. Such as additional equipment hire requests not arranged prior to the event.

***The 'go-to-person' will also be the person in which the Fale crew will be liaising with throughout the event.*

8.5. User(s) shall have access to the Fale and the kitchen area only. The use of the atrium area in the Pacific Studies complex, seminar / tutorial rooms, outside courtyard area and Malae are **NOT included in the hireage. Refer to 2.8 and see Appendix 1 for more detail.**

8.6. DO NOT open any of the large doors within the Fale without keys that only the Fale crew on duty will use. Please ensure that you ask the Fale Crew to open these for you. Any damages to doors will be charged to the hirer(s) account and/or deducted from the Bond.

8.7. All children MUST be supervised. Please ensure that there is no climbing on artwork, which include the circle of rocks on the grass area to the left front of the Fale and the rocks that surround the red statue on the outside courtyard area on the right front of the Fale. Any damages to any of the art pieces in and around the Fale Pasifika complex or area will be charged to the hirer(s) account and/or deducted from the Bond.

8.8. The user(s) must observe that the UoA Campus **has a non-smoking policy.** Smokers must go out to Alten Street or Grafton Road (general public areas) to smoke. This also included the use of e-smokes or vapes.

8.9. Maximum seating capacity for each function type is as follows;

8.9.1 *Cocktail Function:* Standing room only with an allowance of up to **4 trestle tables for beverage and/or food stations, only a max. of 10 chairs and 250 guests (standing) is the maximum number.**

8.9.2 *Theatre Style:* Rows of chairs with an allowance of speaking / presentation area in the front only (Māori Studies end).

For non-catered events 180 chairs is the maximum allowance OR

For catered events 150 chairs only and up to 4 trestle tables is the maximum allowance.

8.9.3 *Buffet Dinner:* Seated dinner with an allowance of room for a 'Tshape' buffet, a main or head table at the front. Buffet area is minimal.

120 pax using round tables (12 x 2m rounds) for guests and 4 trestle tables maximum OR

140 using trestle tables (14 x 2.5m x .75m x .75m rectangles) for guests and an additional 4 tables (for buffet / DJ / registration tables). Maximum 18 tables in total and fishbone set-up only.

8.9.4 *A la carte Dinner*: Seated dinner, full food, and beverage service with an allowance of room for a bar and small stage for presentations etc.

70 maximum using either round or trestle tables. This number is the maximum number that the kitchen can accommodate for a la carte.

***Please note that the Fale only has certain number of tables (trestles and round) and chairs available to ensure that we maintain our Fale Pasifika and Uoa health and safety polices.*

8.10. The hirer(s) are responsible for ensuring the applicable limit is **not exceeded** during the period hired. Breach of numbers depending on function type (stated above in points 8.8.1 – 8.8.4) **may result in the premature shut down of the event.**

***These will all be discussed and finalised by Fale admin prior to the day in which the event is held.*

8.11. **Hireage of the Fale is inclusive** of the following items.

8.11.1 Fale Pasifika

8.11.2 Kitchen (if required)

8.11.3 Trestle tables (2.5m x .75m x .75m)

8.11.4 Round tables

8.11.5 Black chairs

8.11.6 1 x lead microphone/gooseneck mic (mounted on the lectern)

8.11.7 AV trolley that contains.

8.11.7.1 Data projector

8.11.7.3 PC Hard Drive

8.11.7.4 Speakers for sound

8.11.7 1 x 3m Screen

8.11.8 Wooden lectern

8.11.9 Clicker (for screen projector – presentations)

- 8.12. The use of alcohol at any function shall be subject to the Sale and Supply of Alcohol Act 2012 and UoA policies (refer to section 10 and Appendix 2).
- 8.13. The Fale can be decorated and must adhere to the following;
- 8.13.1 Nothing is to be nailed, tacked, stapled, blue tacked, glued or taped on the any of the eight upright supporting beams inside or on any of the doors and windows around the Fale.
 - 8.13.2 Anything that is draped along the pelmet of the Fale must be weighed down by the brown bricks that can be found along the top of the pelmets. The Fale Crew can help locate these upon request.
 - 8.13.3 Stand-alone floral arrangements or potted plants can be used on the floor and/or as centrepieces on tables. Please ensure that these have water trays so that they do not cause any markings or drip on to the floor inside the Fale.
 - 8.13.4 All decorations and/or floral arrangements must be removed at the end of the function unless prior arrangements have been made with the Fale Administrator.
 - 8.13.5 Candles and/or any burning of incense IS NOT permissible. NO NAKED FLAMES are permitted to be lit in the Fale for any reason whatsoever. The Fale reserve the right to terminate a booking or event should this not be adhered to.
 - 8.13.6 Where using balloons these must not be allowed to drift up to the top of the Fale roof. All balloons must be weighted down or securely fastened. Deduction from the Bond and/or additional charges will incur for the use of equipment hire necessary to retrieve them.
- 8.14. **Do not drag tables and chairs across the floor in the Fale** to avoid damages to the floor and additional costs that may incur. **Stilettoes or shoes that may cause damage to the floors** are also NOT permitted inside the Fale. Ensure that everything external bringing brought in or used for the purpose of the event must be transported or conducted in a safe matter. Damages caused by these will result in additional charges from \$150 +GST.
- 8.15. It is your responsibility to ensure that you consider the necessary time to gain access so that you are fully prepared for your event. It is NOT the responsibility of the Fale Crew to make additional and/or unplanned changes upon your arrival.

- 8.16. It is the responsibility of the hirer(s) to negotiate with performers / caterers and/or any keynote speakers that they come readily dressed and prepared as there are no changing room facilities. **The toilets / showers and disabled toilet facilities are strictly not to be used as changing rooms.**
- 8.17. **Gaming tables** (such as Blackjack, Roulette, Poker etc) **is not an acceptable form of entertainment** within the Fale Pasifika.
- 8.18. The approval of an external hirer(s) booking application that intend to use the venue for educational activity or training purposes will be subject to the condition that the UoA name is not used to indicate and/or that is implied that the UoA supports the event unless processed in accordance with correct process. Refer to the Fale Administrator for further detail.
- 8.19. There can be no food or beverage stations set up on top of the Malae area and on any of the art pieces in and around the Fale at all times.
- 8.20. **NO chewing gum is permitted** on any area both inside and outside of the Fale. Any additional cleaning that is resulted from having to remove gum after an event will incur additional costs.
- 8.21. **There is strictly no parking along Wynyard Street outside the Fale** unless prior arrangements have been made with the Fale Administrator for mobility user(s) mainly. Unauthorised vehicles will be clamped. There is a \$100 +GST fee to have the clamped removed.
- 8.22. If there is equipment hireage that will be delivered and picked up, please ensure that this happens promptly and in proximity (no more than 4 hours) of access.
- 8.23. There is no adequate space for storage of equipment so pick up by suppliers must be prompt. Where pick up of equipment can only occur on the next working day, the hirer(s) is responsible to ensure pick up occurs prior to 9am and must be arranged prior with the Fale Administrator.
- 8.24. In the event that there is another function immediately following it will be the hirer(s) responsibility to remove all equipment from the premises.

- 8.25. Any and all equipment that is left behind and goes unclaimed in the next working day will be discarded accordingly.
- 8.26. The Fale will not be held responsible for any damages and/or missing items that are brought in by the hirer(s) and are left behind.
- 8.27. All functions **must end at 11pm and all guests must be clear of the property by 11.30pm.** There will be no exceptions.
- 8.28. Any music that is planned MUST adhere to a reasonable noise level detailed below;
- 8.28.1 Background music is preferred during normal working hours due to the close proximity of the offices by the Fale.
- 8.28.2 No Bands and/or DJ's will be allowed during normal working hours due to the close proximity of the offices by the Fale.
- 8.28.3 Bands, musical groups and/or DJ's will be considered outside normal office hours but must be negotiated with the Fale Administrator.
- 8.28.4 Breach of noise levels may result in the shutting down of your function should any warnings from complaints be ignored.
- 8.29. Absolutely NO tape to be used to fix extension cords or other wiring to the floor. Mats or appropriate coverings are to be used as the preferred alternative. **Any residue from tape being used will incur additional costs from \$150 +GST to the hirer(s).**

9. USE OF FALE KITCHEN AND EQUIPMENT

- 9.1 If using any of the kitchen equipment this is listed such as the oven, stove, coolroom, pie warmer, microwave and dishwasher please make sure that these pieces of equipment and areas are left clean.
- 9.2 If you have experienced any fault in the equipment, please make sure that you inform the Fale Crew and/or Fale Administrator as soon as possible, so that remedial action can be taken.
- 9.3 Any rubbish made by the occupier must be cleared and put into the appropriate recycle and/or rubbish bins provided outside the kitchen area.

If you use the green kitchen rubbish bins and/or small blue recycle bin, these must be emptied and left clean.

9.4 Any Fale catering equipment that is ordered by the hirer(s) on the day and was not organised prior to the event **will incur a 10% surcharge on top of the total catering equipment costs.**

9.5 It is the responsibility of the hirer(s) to ensure that the kitchen is left clean as clearly detailed in 9.5.1 to 9.5.6 below including all points in this section.

9.5.1 All boxes, containers, equipment, serving equipment and utensils etc that have been brought in, must be removed from the kitchen immediately after the function. Items left behind will be put outside of the kitchen and discarded if not claimed within 24 hours, unless prior arrangements have been made with the Fale Administrator.

9.5.2 All kitchen equipment such as Gas Hob Top & Oven, Combi Oven, Microwave, Pie Warmer, and Toaster must be cleaned and **the coolroom swept and mopped.**

9.5.3 All surface areas are cleaned and wiped down. Sinks **must be free of food remnants in plug holes** and grease rings are cleaned from around the inside of the sinks.

9.5.4 All washing liquids, hand sanitizers, cleaning brushes that may have been brought in for your function is also removed.

9.5.5 Any Fale Equipment that has been hired is to be cleaned, stacked and left on the benches in the middle of the kitchen. Fale Crew will then carry out a check and count. Failure of doing so will incur additional charges as stipulated in 9.6

9.5.6 The kitchen **must be swept and mopped.** The necessary equipment and cleaning detergent will be made available to you by the Fale Crew.

9.6 The Fale Crew will check off all of the above and will take note of the level of cleanliness. **Where the standard of cleanliness is not met this will result in additional charges from \$150+ GST.**

9.7 Access into kitchen is restricted ONLY to caterers and authorised staff.

9.8 Any additional equipment brought in and all personal belongings of catering staff must all be contained within the kitchen area. There is no additional storage space available beyond the kitchen.

9.9 Small sternos (burner) are permitted but only under constant supervision. Burners can only be used for keeping food hot and ONLY during food service. These **must be extinguished immediately upon completion of food service.**

***Please note that Fale crew is not responsible for the cleaning of the kitchen during or after its use. Crew will only provide the necessary cleaning equipment (i.e., mop and cleaning bucket, ect). Kitchen will be checked prior to the event and must be left in the same matter.*

10. ALCOHOL SERVICE

10.1 Relevant legislations and UoA policies MUST be adhered to and any breach of this WILL result in either termination of the booking or premature shut down of the event.

10.2 Please refer to Attachment in relation to UoA Policies for Alcohol Consumption in Appendix 2 or go to the link pasted below.
<https://www.auckland.ac.nz/en/about/the-university/how-universityworks/policy-and-administration/university-organisation-andgovernance/conduct/event-management-procedures.html>

10.3 A Consumption of Alcohol Application Form will required to be filled which the hirer(s) need to process as detailed in 10.3.1 and 10.3.2.

10.3.1 For external(s) - upon completion of this form please send this through to the Fale Administrator for processing.

10.3.2 For internal(s) - upon completion of the form please send through to the contact address stated on the form.

10.4 It is important that the table over the page is completed accurately. Any additional alcohol not detailed in the table and that arrives on the date of the event may be deemed as being excessive may be refused on premises.

Description of Alcoholic Beverages	Amount Supplying

10.5 A copy of the Special Licence must be made available upon request.

***Please note that the Liquor license only stands within the Fale Pasifika complex and does not stretch beyond the Fale complex stairs leading off and out of Fale. All alcohol must be consumed within the Fale. Failure to do so may result in event being shut down and security being called for assistance.*

11. CANCELLATION POLICY

11.1 Cancellation of this agreement must be made in writing and received by the Fale Administrator **no less than 30 days prior to the event** in order to retrieve the Bond.

11.2 All cancellations from externals that are received after the 30 days prior to the event will result **in the loss of the 25% deposit or a cancellation fee of \$320+ GST where the deposit was less.**

11.3 All cancellations from internals that are less than 10 days prior to the booked date will be charged a **\$200 cancellation fee** to the designated cost centre.

11.4 The total Bond amount will not be refunded if the booking is cancelled within 7 days prior to the date of the event.

11.5 Deposits paid to the Fale Pasifika are non-refundable to the hirer(s).

12. MISCELLANEOUS

12.1 An additional administration fee of \$25+ GST will be charged where any unplanned and/or unanticipated administration tasks (such as photocopying, document amendment, faxing etc) is required during the course of the event by any person(s) associated.

13. DISCLOSURE

13.1 The University of Auckland will not accept responsibility for damage, or loss of equipment or merchandise in the Fale or UoA premises that has been delivered to or left on site prior to, during, or after the event.

13.2 Any damage(s) caused through negligence of the hirer(s) and/or incident(s) occurring during the event and/or non-settlement of account and/or if any of above mentioned rules and regulations are not complied with then you may be denied future use of the premises and the Fale is obligated to pursue any legal action in order to retrieve the appropriate compensation.

14. AGREEMENT

I/We _____ have the authority to act on behalf of

_____ have read and understand all the terms and conditions stipulated in this document and take full responsibility to ensure that all terms and conditions will be adhered to.

Where a breach of any of this agreement occurs I/we understand that the Fale / UoA have the right to take the necessary legal action to receive the agreed and required resolution.

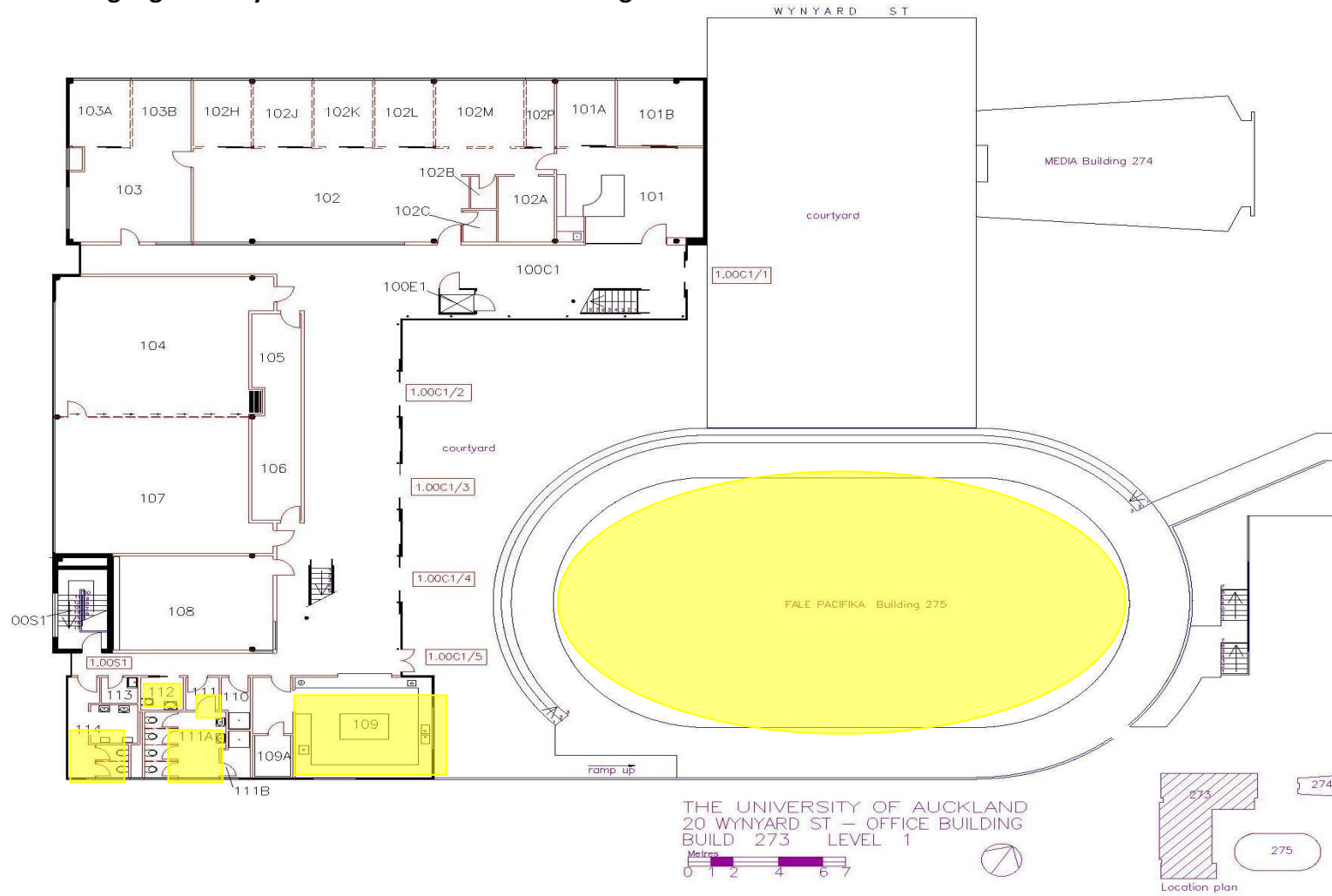
Hirer(s) and/or authorised representative's name

Hirer(s) and/or authorised representative's signature

Date

APPENDIX 1: Fale Pasifika Areas Included in Hireage

Only the areas that are highlighted in yellow are inclusive in the hireage.



APPENDIX 2: University of Auckland's Alcohol Approval Guidelines

ALCOHOL ON CAMPUS POLICY 2013



University Policy

No Student or Staff member shall bring or consume alcohol on University premises or any University facility other than:

- (a) on licensed premises; or
- (b) any other premises or facility where permission has been given to consume alcohol and then only in accordance with any conditions imposed.

The Form that deals with on campus Permission for Consumption of Alcohol can be found on form space <https://formspace.auckland.ac.nz/forms/cl-51/SitePages/Home.aspx>

In this context "licensed premises" would for example include:

- (i) the Staff Common Room in Old Government House (and subject to its conditions).
- (ii) the Marquee or other areas of the University premises where the external caterer being used for a function/event (e.g., Dawsons) holds a relevant licence for those premises or that event.
- (iii) University premises for an event where a Special Licence has been granted by the Auckland Council;
- (iv) other licensed premises (and subject to their conditions) e.g., "Shadows" on University premises.

For all other University premises and facilities (and facilities is to have the meaning set out in the *Access to University Facilities Policy*) the permission and conditions under which alcohol may be consumed is currently given by the Director of Campus Life ("The Approver"). Conditions normally required (some of which are implicit in the "Form" and its use) are:

For events/functions where there is a fee/charge made for any part of the event, a Special Licence will usually be required. (i.e., The Approver will only consent if there is an appropriate licence.) These forms of licence are obtained by application process through Auckland Council licensing which may take a minimum of a month to complete. It is best to plan at least 2-3 months ahead so that conditions imposed can be assessed and complied with or other arrangements can be made. Auckland Council website: <http://www.aucklandcouncil.govt.nz/en/licencesregulations/liquor/pages/applicationprocess.aspx#onoff>

No consent can be given by The Approver relating to consumption/supply of alcohol unless it is LEGAL, and if applicable, pursuant to an appropriate licence.

When planning an event where alcohol is to be served and there is to be a charge for attendance and therefore a Special Licence is indicated, staff must contact Event Services regarding this process at approvals@auckland.ac.nz

If the event is being catered by an external caterer, and the caterer holds the relevant licence or statutory authorisation to provide alcohol on the selected area of the University premises or facilities, then the special licence may not be required.

However, the name of the caterer and/or the person holding the Bar Manager's licence should be stated on the University Alcohol Approval form before the "staff member responsible" signs and sends it on for the approval. You must make enquiries of the external caterer that all licensing requirements are in place and complete the form accordingly. It is your responsibility to ensure the external caterer does hold the proper licence and that the licence is applicable to the specific University premises, and you must indicate this on your Request for Approval

Form. Simply asking an external caterer if they are licensed is not enough. Their licence must cover the actual event and premises.

The "staff member responsible" must be a permanent member of University staff - students (e.g., Student Club function requests) may use the approval form, where it is fair to assume that the University is extending casual hospitality to that student club membership but must have it signed off by a staff member(s) who must be present for the entire event. The University requires adequate and responsible supervision at all times. The underlying principle is that it is the University which is extending hospitality – not a separate "club function".

Where there are students for example undergraduates in Year 1, and there is a possibility some may be underage, a staff member must check all student IDs on entry to the event. No one underage is to be served alcohol or in some cases admitted to a function.

PLEASE NOTE: Large student gatherings must have a minimum of 2 staff members present throughout (to include one with responsibility for checking IDs), + 1 staff member per 50 students as a minimum.

All functions with student attendance must also abide by the Rules & Regulations list. The responsible staff member must be named and must sign the form. If the form is signed "on behalf of" the responsible staff member, they will be held legally responsible.

The form should be emailed to approvals@auckland.ac.nz **AT LEAST 2 WORKING DAYS** in advance of the event to allow for sign-off by The Approver, advice to Security, and return of the signed, approved form. If a signed form from The Approver has not been received, approval is not given, and alcohol cannot be served.

Direct all enquiries to approvals@auckland.ac.nz.

Description/Nature of function: provide enough detail for The Approver to know whether it is a function for external attendees, staff attendees only, students, etc. It not enough to put "working lunch", "property meeting", "BBQ", "seminar" more description is needed, as in "Free Public Seminar with visiting speaker" and "New Student Welcome BBQ" from which it would be assumed 1st year students were attending and IDs need checking, with enough responsible staff members in attendance.

Rooms and locations: Every function presupposes that a hazard analysis and management regime consistent with OSH (Occupational Safety and Health) requirement has been done.

Certain rooms/locations will not be approved for functions with alcohol where their use is inconsistent with eliminating or managing and mitigating hazards.

Cultural sensitivity, familiarity with alcohol and age issues should always be considered and especially where international students are included in events/functions where alcohol will be available. The organisers must take responsibility for these matters. Food should be available as should non-alcoholic drinks.

Forms should be submitted for single events only. For example, "Weekly staff gathering" with dates during the next six months will not be approved. Any event which is a "regular" planned event will require consideration of a special licence or a response that regular events should take advantage of licensed premises on campus. Unofficial or official "club"-like activities where it is not the University per se extending reasonable hospitality, will also require Special Licence and pre-approval from the Dean or equivalent prior to the Approval being given.

The consequences of non-compliance, legally and socially, or breaching the Liquor and Health & Safety laws, and not taking a responsible position where alcohol is brought into the University and consumed, are very serious.