



What do clubs need regarding **service of alcohol** for an event?

What type of event are you having?

BYO

IF YOUR EVENT IS BYO, YOU WILL REQUIRE A LIQUOR PERMIT FROM UWA SECURITY

- 1 Lodge Permit form and
 - 2 Event Management plan
- 1 security.uwa.edu.au/alcohol
 - 2 student.uwa.edu.au/experience/health/fit/tap/toolkit
- Obtain relevant Application Permit and Event Management Plan. Available at the above links or contact your UWA Sport “Go-to” person
 - Complete forms and return to UWA Sport for endorsement at least 21 days prior to event
 - UWA Sport will submit form to Security
 - UWA Security will assess and provide approval or request further information

PROVIDING BUT NOT SELLING ALCOHOL

IF YOU ARE PROVIDING, BUT NOT SELLING ALCOHOL A LIQUOR PERMIT FROM SECURITY IS REQUIRED

- 1 Lodge Permit form and
 - 2 Event Management plan
- 1 security.uwa.edu.au/alcohol
 - 2 student.uwa.edu.au/experience/health/fit/tap/toolkit
- Obtain relevant Application Permit and Event Management Plan. Available at the above links or contact your UWA Sport “Go-to” person
 - Complete forms and return to UWA Sport for endorsement at least 21 days prior to event
 - UWA Sport will submit form to Security
 - UWA Security will assess and provide approval or request further information

OR

SELLING ALCOHOL WITH APPROVAL FROM UWA SECURITY

IF YOU ARE SELLING ALCOHOL YOU REQUIRE AN OCCASSIONAL LIQUOR PERMIT AND APPROVAL FROM UWA SECURITY

- Must be made to Racing Gaming and Liquor (RGL) at least 30 days before the event
 - Complete Event Management Plan
 - Obtain relevant UWA Application Permit
 - Submit Permit form and copy of Event Management Plan to UWA Sport for endorsement
UWA Sport will submit form to Security
 - UWA Security will assess and provide approval or request further information
 - Occasional Permit required from RGL - online portal portal.rgl.wa.gov.au
 - Submit Event Management Plan to RGL
 - RGL will require approval from UWA Security before proceeding
 - Submit copy of RGL Approval to UWA Sport and UWA Security
- security.uwa.edu.au/alcohol (Permit Form)
- student.uwa.edu.au/experience/health/fit/tap/toolkit (Event Management Plan)
- rgl.wa.gov.au/liquor/liquor-applications/application-kits (Application information from RGL)

OR