

## Notification of intent to consume liquor at a public hall

---

Hirers of Council facilities are required to comply with the *Liquor Act 2007* and the *Liquor Regulation 2018*.

*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 licence 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 (<http://www.liquorandgaming.nsw.gov.au/> or call 1300 024 720) 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 Hirers responsibility to have:

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

It is essential that the relevant Willoughby City Council (WCC) Bookings Officer receive a copy of the Licence and the Certificate prior to confirmation of your booking. It is not policy to provide staff with RSA certificates to Hirer(s) 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 necessary to notify the relevant WCC Booking Officer via the form below.

**The form below must be completed, signed and the completed form scanned and emailed to the relevant WCC Booking Officer. This completed form will be reviewed prior to confirmation of your booking.**

---

Organisation (if applicable): \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of booking: \_\_\_\_\_ Time of booking: \_\_\_\_\_  
(start and finish time)

Type of function: \_\_\_\_\_  
(e.g. age of birthday, charitable event, dinner, exhibition, performance, seminar, social event)  
**N.B Council facilities are not available for use for teenage birthday parties or 21<sup>st</sup>s.**

Event details: \_\_\_\_\_  
\_\_\_\_\_  
(e.g. entertainers, music, food provision)

Number of People Attending: \_\_\_\_\_ Venue: \_\_\_\_\_

The Hirer undertakes to comply with the *Liquor Act 2007* and in particular, that:

- 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 Applicant)

\_\_\_\_\_  
Date