



DEPARTMENT OF STUDENT AFFAIRS (Student Development)

Level 7, Steve Biko Students' Union, Upper Campus, UCT, Rondebosch, 7700
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APPLICATION FOR PERMISSION FOR STUDENTS, STUDENT BODIES/ ORGANISATIONS TO HAVE FUNCTIONS ON OR OFF CAMPUS WHETHER OR NOT ALCOHOL IS SERVED/ SOLD

This form is to be completed in full and submitted at least 14 days before the planned event. This form is divided into 6 sections. Please complete the relevant sections as it applies to your event:

- Section 1 : Organisers' Details (to be completed by all applicants)
- Section 2 : On-campus events where alcohol is to be served or sold
- Section 3 : Off-campus events where alcohol is to be served or sold
- Section 4 : Large off-campus events where no alcohol is to be served or sold (eg residences)
- Section 5 : Budget Plan (to be completed by all applicants)
- Section 6 : Comments and signatures of relevant officers/ authorities (to be completed by all applicants)

Section One : Organisers Details (To be completed by all applicants)

- a. Name of individual (where not a student organisation).....
- b. Name of Student Organisation.....
- c. Name of person representing organisation.....
- d. Portfolio/position in organisation.....

- e. Student Number.....
- f. Email Address.....
- g. Phone Number.....cell no.....

Contact Person : Ms Edwina Goliath (Director, Student Development), Office 7.18, Level 7, Steve Biko Students' Union, Upper Campus. Email : egoliath@its.uct.ac.za

Section Two : On-campus functions where alcohol is to be served or sold

- a. Purpose of/ type of function.....
- b. Date of Function.....
- c. Duration of Function.....
(Note :serving/selling of alcohol must stop at midnight on Fridays, Saturdays or days before university holidays; and 11pm on any other day)
- d. Number of people expected.....
- e. Venue for the function.....
- f. Venue capacity.....
- g. Fire exits.....
- h. Does venue have a liquor licence.....
- i. How is event being advertised.....
(Note : event is not to be advertised off- campus)
- j. How will you ensure that only UCT students/ members will be allowed into function.....
- k. Is alcohol being served, or sold.....
- l. What type of alcohol is served or sold.....
- m. Will non-alcoholic beverages be served or sold.....
- n. What is the approximate quantity per alcohol beverage that student(s) will be served or sold.....
- o. What mechanisms are being provided to ensure that alcohol is not abused.....
- p. What mechanisms are provided to prevent under-age drinking.....
(Note under 18s are legally not permitted to consume alcohol)
- q. What mechanisms to ensure safety of students :
 - i) on arrival at the event.....
 - ii) during the event.....
 - iii) after the event (e.g. transport home? How prevent drunken driving?).....
- r. What arrangements where cash will be handled?.....
- s. Has CPS been formally approached to monitor/ patrol at the event?.....
- t. What arrangements have been made for traffic and parking.....

Section Three : Off-campus events where alcohol is to be served or sold

- a. Purpose of/ type of function.....
- b. Date of Function.....
- c. Duration of Function.....

(Note :serving/selling of alcohol must stop at midnight on Fridays, Saturdays or days before university holidays; and 11pm on any other day)

- d. Number of people expected.....
- e. Venue for the function.....
- f. Venue capacity.....
- g. Fire exits.....
- h. Does venue have a liquor licence.....
- i. How is event being advertised.....

(Note : event is not to be advertised off- campus)

- j. How will you ensure that only UCT students/ members will be allowed into function.....

- k. Is alcohol being served, or sold.....

- l. What type of alcohol is served or sold.....

- m. Will non-alcoholic beverages be served or sold.....

- n. What is the approximate quantity per alcohol beverage that student(s) will be served or sold.....

- o. What mechanisms are being provided to ensure that alcohol is not abused.....

- p. What mechanisms are provided to prevent under-age drinking.....

(Note under 18s are legally not permitted to consume alcohol)

- q. What mechanisms to ensure safety of students :
 - i) on arrival at the event.....
 - ii) during the event.....
 - iii) after the event (e.g. transport home? How prevent drunken driving?).....

- r. What arrangements for security where cash will be handled?.....

- s. Has CPS been formally approached to monitor/ patrol at the event?.....

- t. What arrangements have been made for traffic and parking.....

Section Four : Large Off-campus events where no alcohol is to be served or sold

- a) Purpose of/ type of function.....
- b) Date of Function.....
- c) Duration of Function.....
- d) Number of people expected.....
- e) Venue for the function.....
- f) Venue capacity.....
- g) Fire exits or prevention of fire risk.....
- h) How is event being advertised.....

(Note : event is not to be advertised off- campus)

- i) How will you ensure that only UCT students/ members will be allowed into function.....
- j) What mechanisms to ensure safety of students :
- k) on arrival at the event.....
- l) during the event.....
- m) after the event (e.g. transport home?).....
- n) Has CPS been formally approached to monitor/ patrol at the event?.....
- o) What arrangements have been made for traffic and parking.....
- p) Other Comments.....

Expenditure

.....	R _____
.....	R _____
.....	R _____
.....	R _____
.....	R _____
.....	R _____

Total Expenses R _____

Income

.....	R _____
.....	R _____
.....	R _____
.....	R _____
.....	R _____
.....	R _____

Income : _____
Less Expenditure : _____
Surplus/ Loss : _____

How will organisers recoup the loss of funds

Note : the University will not bear the costs of the event, nor recoup debt incurred as a result of the event.

Comments by relevant Financial Officer of the University on the financial feasibility of the event (DSA Treasury for all student structures, except Sports Clubs; Sports Admin for sport codes) :

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Section Six : Signatures/ Comments of relevant officers

It is the organisers responsibility to approach the below officials. Commentary and signatures mean that the relevant officials have been approached for their commentary and does not mean approval.

Venue Booking
Comments.....
Name and Surname.....
Signature..... Date.....

CPS (Mr Bernard Soules - Bernard.Soules@uct.ac.za)
Comments.....
Name and Surname.....
Signature..... Date.....

Health and Safety Manager (Mr Michael Langley- Michael.Langley@uct.ac.za)
Comments.....
Name and Surname.....
Signature..... Date.....

Traffic Official (Mr Bruce Jansen- Bruce.Jansen@uct.ac.za)
Comments.....
Name and Surname.....
Signature..... Date.....

Residences
Name of Residence.....
Comments.....
Name and Surname of RDO/ Warden.....
Signature..... Date.....

Final Approval (Director, SD on behalf of ED, DSA)
Comments.....
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Name and Surname.....
Signature..... Date.....