

Functions on Campus - Information Factsheet

Overview

Hosting a function at an ANU Sport and Recreation facility on the ANU campus? All events held on campus must comply with ANU policies and procedures to ensure safety, compliance, and the appropriate use of facilities. This fact sheet outlines the application process, key timelines, and specific requirements for events, including those involving alcohol.

Application Timelines

To host a function on campus, the following timelines apply:

TYPE OF FUNCTION	MINIMUM NOTICE REQUIRED
Standard Function (no alcohol)	14 business days prior to event
Function involving liquor (BYO or supplied)	21 business days prior to event
Large scale functions (e.g. >500 attendees, multiple locations/days etc.)	Please make contact with Functions on Campus team as soon as possible

Late applications may not be accepted.

Application Process

1. Submit an ANU Functions on Campus Application Form via the ANU Functions on Campus website, click [here](#)
2. Include all relevant details:
 - Date, time, and location of the event
 - Estimated number of attendees
 - Purpose and nature of the event
 - Alcohol-related details (see below)
3. Obtain required approvals from ANU security, building custodian, and relevant stakeholders.
4. Provide supporting documentation as mandated (e.g. Insurance certificate of currency for external companies) or required (e.g. Risk Assessment, liquor license).

Conditions for Functions Involving Alcohol

- All events with alcohol require food and water to be served.

Supplied Alcohol (not sold)

- Alcohol must be served by a Responsible Service of Alcohol (RSA) certified person. No alcohol may be served to minors or intoxicated persons.
- The event organiser is responsible for managing consumption and ensuring responsible behaviour.
- Security may be required for larger functions or those deemed higher risk.
- The ANU does not permit 'BYO' functions on campus.

Sale of Alcohol (e.g. bar, ticketed drinks)

- Requires a Liquor Permit from the ACT Government.
- Proof of licence must be provided to ANU prior to the event.
- RSA-certified staff must serve all alcohol.
- Clear signage of liquor licence must be displayed during the event.
- Additional ANU security and approval requirements will apply.

Apply for an ACT liquor permit [here](#)

Additional Conditions

- All events must comply with ANU policies, including Work Health and Safety, Student Conduct, and Environmental Management.
- Amplified sound and late-night events may be subject to additional conditions or restrictions.
- Insurance requirements apply to external hirers.
- Clean-up is the responsibility of the hirer; failure to do so to the required standard may result in cleaning fees.

Need Assistance?

For further support or to begin your application, visit the

ANU Functions on Campus webpage [here](#)

or contact the Functions on Campus Coordinator at:

Email: FS - Functions On Campus functionsoncampus@anu.edu.au

Phone: +61 2 6125 5865

This factsheet is current as of May 2025. Conditions and timelines are subject to change in line with ANU and ACT Government regulations.