Augusta Centennial Hall

Welcome & Liquor Guidelines for Function Organizers

Welcome to the Augusta Centennial Hall! We are absolutely thrilled to host your upcoming event. To ensure your special gathering runs smoothly, safely, and comfortably for everyone, we have put together this simple guide to help you navigate the liquor licensing requirements for our venue and Sound System instructions.

Understanding the Hall Requirements

Depending on your guest list size, the rules are direct and straightforward:

- **Events with OVER 100 people:** You will need to apply for a formal **Liquor Licence Permit to Consume Alcohol on Shire Property** from the Augusta Margaret River Shire. Please ensure this is submitted at least **14 days** before your event date.
- **Events with UNDER 100 people:** You **do not** need a Shire permit! This applies perfectly to private celebrations like weddings or birthday parties. Instead, simply fill out the quick information form at the bottom of this page for approval by our friendly **ACH Management Committee**. Please note that approval or exemption remains at the discretion of the committee.

Racing, Gaming and Liquor (RGL) Exemptions

To qualify for a small function exemption (where alcohol can be socialized, shared, or sold without needing a standard formal commercial liquor licence), your event just needs to meet a few simple, sensible rules tailored for controlled social environments:

- **Primary Purpose:** The service of alcohol must not be the primary model or business purpose of the event. It should complement your gathering (like a reception, show, fair, or contest).
- **On-Site Consumption Only:** Alcohol can only be enjoyed during the function and cannot be packaged or taken away to consume elsewhere.
- **Age Limits:** Alcohol must strictly be served to adults aged 18 years or older.
- **Timing:** Service can take place no earlier than 6:00 AM and must wrap up no later than 10:00 PM.
- **Duration & Guest Limits:** You can serve alcohol for a maximum of 2 continuous hours if you have up to 100 attendees, OR up to 4 continuous hours if you have 75 attendees or fewer.

Important Reminder: If your organisation plans to **sell alcohol** during the event, the Augusta Halls Committee must be notified ahead of time so we can support you correctly.

Information Supporting Liquor Licence Exemption

Please fill out this handy form and return it to us via email at **centennialhallaugusta@gmail.com**.

Responsible Person Name:	
Date of Your Event:	
Event Timing:	Start Time: _____ Finish Time: _____
Purpose of Event: e.g., Wedding reception, birthday party, community show...other	_____
Estimated Number of Guests:	
Nature of Alcohol Consumption:	[ ] BYO [ ] Selling [ ] Providing / Supplying
Signature of Hall Hirer:	X_____ Date: _____ / _____ / _____
ACH Committee Approval:	[ ] Approved / [ ] Declined Signed: _____ Date: _____ / _____ / _____