



EVENT PLANNING FORM:

Requirements for organisers of events being held on-campus involving alcohol

Prepared by the:
University Security Manager
SASD Group Manager
WSU Manager
University Alcohol Advisory Group

This Event Planning Form has been developed to give groups considering hosting an event on campus where alcohol will be present, either being sold or brought to the event by patrons, clarity regarding *Alcohol Host Responsibility*, *Health and Safety*, and *Sale of Liquor Act* requirements. The management of alcohol consumption is an important component of event management that must be planned with *harm-minimisation strategies* well in advance of the event itself.

Key issues include:

- the way alcohol is served or made available at the event
- the physical environment in which alcohol is consumed
- the ways in which the relevant regulatory frameworks are monitored and enforced.

This form has been designed to ensure that on-campus events are managed efficiently and safely for all involved, to inform event organisers of their responsibilities as event hosts and as a guideline to enable event organisers to collect all the required information prior to seeking approval for the event.

Under the *University of Waikato Alcohol Policy Provisions (2002)* on-campus alcohol events require the approval of the University Security Manager. This form must be completed and submitted to the University Security Manager for approval at least two weeks prior to the event.

Organisers Details:

What group is organising this event.....

What is the purpose of this event.....

Who is responsible for organising this event.....

Will this person be present at the event?.....

Supply contact details for this person.....

If 'no' above, who is the person in charge during the event (provide name and contact number)

The Function/Event:

What is the proposed date for the event?

Where is this event planned to be held.....

What is the time frame for this event from set up to clean up?

Potential Noise: are you planning to have a live band or other entertainment (please give details)?

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Consideration must be given to the Halls of Residences on campus and our campus neighbours.



The Halls have a total noise and alcohol ban twice a year commencing the week prior to study week and continues until the end of the examination period.

Large potentially noisy events will require a comprehensive planning document to be submitted through the University Security Manager to the Hamilton City Council Environmental Health Division.

How many people are expected to attend this event?

Is entry free or by pre sold tickets?

The organisers need to be aware of the building capability in the terms of numbers the area can safely cater for. They must at that point ensure there is some form of person count occurring at the entrance point.

Alcohol Use at the Function/Event.

Is the event BYO or is alcohol being given away free (please give details)?

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Is alcohol being sold at the event (if yes name the Liquor Licence Holder).....

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Name the area that is deemed the Licensed area.....

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Alcohol Management (applies to both situations above)

An alcohol management plan and harm-minimisation tools must be in place well before the event takes place. Tools should include:

- providing and promoting low-alcohol drinks, and food and water
- imposing alcohol restrictions on entry (maximum of 6 beers or 4 pre mixed drinks of 330ml or less)
- banning alcohol promotions
- restricting alcohol sale hours
- controlling drink containers
- controlling the number of serves per person
- restricting the alcohol types supplied (e.g. wine and beer only)

Who will be the event/function security or door staff?

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Security staff may have many roles at these events. This could include ensuring compliance with the Sale of Liquor Act. Their role includes preventing intoxicated person entering the premises, checking ID's of those entering and ensuring alcohol restrictions imposed on entry are enforced. Where alcohol is involved our preference is to hire professional security/door staff as history has proven that organisation or Club committee members are not the ideal door staff.

For planning purposes you must allow to have a 30:1 ratio of patrons to security staff. Security and bar staff should be equipped with both the ability and the impetus to monitor patrons for intoxication and take appropriate action where required. Contemporary Host Responsibility practices and resources should focus on preventing excessive intoxication as opposed to waiting until that point has been reached before considering or applying any intervention. All venue alcohol management procedures should aim to prevent intoxication, as well as prevent any intoxicated patrons on the licensed premises being served or allowed to stay.

What food is planned to be available to the event patrons.....

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Is this food sold at the event or given away?



As part of the Host responsibility requirements patrons should have easy access to quality food and water before and throughout the event. Ensuring there is enough food conveniently available, and promoting it, are standard licence conditions.

Food outlets should be either close to alcohol sales outlets or integrated with them – and free water should be provided (and well publicised) at convenient, queue-free places within the venue.

If the food is to be sold then the organisers must ensure they have the correct Hamilton City Council food permit and that all food is prepared in accordance with that permit.

Control of the Event/Function and the Patrons:

It is sensible to provide potentially safe places for intoxicated people to sober up and consider ways to get them home or to another safe place. These areas should be staffed by trained professionals such as Police, ambulance officers and/or security officers or First Aiders.

What is your plan to handle those patrons who become intoxicated.....
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What is your plan to deal with those who drink alcohol outside of the venue.....
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Event Clean-Up: please outline planning to clean-up the venue and campus in the immediate vicinity.
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Event Closure:

The UniSafe staff (University security staff) will visit the venue where your function is being held throughout the course of the evening.

If the UniSafe staff receive noise complaints (and they consider the function to be noisy) from the nearby residents or they believe the function is not operating as you have outlined above then in consultation with the security manager have the authority to immediately close the function.

This closure notification will be given to the event/function organiser who is named within this document as being the responsible person onsite.

It will be the group's responsibility to close the event and request those present leave in a timely and safe manner.

The next working day the WSU (Waikato Student Union) or the University Department involved will be informed of the circumstances and consideration will be given by that organisation to the retention on bond moneys paid and other penalties.

This event is authorised to proceed ---- **YES or NO.**

Approved by:
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R. G. Hayward
Security Manager

- Copies to:
- University Grounds Department
 - NZ Police



THE LAW AND INTOXICATION

SALE OF LIQUOR ACT 1989

4. Object of Act—

(1) The object of this Act is to establish a reasonable system of control over the sale and supply of liquor to the public with the aim of contributing to the reduction of liquor abuse, so far as that can be achieved by legislative means.

(2) The Licensing Authority, every District Licensing Agency, and any Court hearing any appeal against any decision of the Licensing Authority, shall exercise its jurisdiction, powers, and discretions under this Act in the manner that is most likely to promote the object of this Act.

The way in which patrons drink on licensed premises including stadia can be influenced by the way they are served. To achieve this, the SoLA relies upon adequate monitoring and enforcement as well as an accompanying 'perception of risk' by those being regulated, i.e. the hospitality industry and its staff.

Sections 166, 167 and 168 of the SoLA place a legal obligation on any licensee, manager or server of alcohol to:

1. prevent a person becoming intoxicated on a licensed premises
2. refuse service to a person who has become intoxicated
3. disallow an intoxicated customer to remain on the premises.

Part 8 – Offences and enforcement

Other offences on licensed premises

166. Sale or supply of liquor to intoxicated person—

(1) Every person commits an offence and is liable to [the penalty set out in subsection (4)] who, being the licensee or a manager of any licensed premises, sells or supplies liquor to any other person who is already intoxicated.

(2) Every person commits an offence and is liable to [the penalty set out in subsection (4)] who, not being the licensee or a manager of any licensed premises, sells or supplies liquor to any other person who is already intoxicated.

(3) Subsection (2) of this section applies irrespective of any liability that may attach to the licensee or any manager in respect of the same offence.

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(4) The penalty is, —

(a) In the case of a licensee, —

(i) A fine not exceeding \$10,000; or

(ii) The suspension of the licensee's licence for a period not exceeding 7 days; or

(iii) Both

(b) In the case of a manager, a fine not exceeding \$10,000:

(c) In the case of a person (not being a licensee or manager), a fine not exceeding \$2,000.

167. Allowing person to become intoxicated—

(1) Every person commits an offence and is liable to [the penalty set out in subsection (2)] who, being the licensee or a manager of any licensed premises, allows any person to become intoxicated on the licensed premises.

(2) The penalty is,—

(a) In the case of a licensee,—

(i) A fine not exceeding \$10,000; or

(ii) The suspension of the licensee's licence for a period not exceeding 7 days; or

(iii) Both.

(3) In the case of a manager, a fine not exceeding \$10,000.

168. Allowing drunkenness or disorderly conduct on licensed premises—

(1) Every person commits an offence and is liable to a fine not exceeding [\$4,000] who, being the licensee or a manager of any licensed premises,—

(a) Allows any intoxicated person to be or to remain on the licensed premises; or

(b) Allows any violent, quarrelsome, insulting, or disorderly conduct to take place on the licensed premises.

(2) It is a defence to a charge under subsection (1) of this section if the defendant satisfies the Court that, as soon as the defendant or any employee of the licensee became aware of the situation, reasonable steps were taken in respect of each person concerned, either to take that person to a place of safety on the licensed premises or to remove that person from the licensed premises.



THE LAW AND MINORS

SALE OF LIQUOR ACT 1989, Part 8 – Offences and enforcement

Minors

155. Sale or supply of liquor to minors—

(1) Every person commits an offence and is liable to [the penalty set out in subsection (2A)] who, being the licensee or a manager of any licensed premises, sells or supplies any liquor, or allows any liquor to be sold or supplied, on or from the licensed premises to any person who is under the age of 18 years.

(2) Every person commits an offence and is liable to [the penalty set out in subsection (2A)] who, not being the licensee or a manager of any licensed premises, sells or supplies any liquor, or allows any liquor to be sold or supplied, on or from the licensed premises to any person who is under the age of 18 years.

(2A) The penalty is, —

(a) In the case of a licensee, —

(i) A fine not exceeding \$10,000; or

(ii) The suspension of the licensee's licence for a period not exceeding 7 days; or

(iii) Both

(b) In the case of a manager, a fine not exceeding \$10,000:

(c) In the case of a person (not being a licensee or manager), a fine not exceeding \$2,000.

(3) Subsection (2) of this section applies irrespective of any liability that may attach to the licensee or any manager in respect of the same offence.

(4) It is a defence to a charge under subsection (1) or subsection (2) of this section if the defendant proves that the person who sold or supplied the liquor believed on reasonable grounds that the person to whom it was sold or supplied had attained the age of 18 years.

(4A) Without limiting subsection (4), reasonable grounds exist for the purposes of that subsection if the defendant proves that the person who sold or supplied the liquor had, before or at the time of sale or supply, sighted an evidence of age document of the person, whose age is material to the offence, indicating that that person was of or over the age of 18 years.

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(5) No person shall be guilty of an offence against subsection (1) or subsection (2) of this section by selling or supplying liquor to any person who then supplies it to another person who is under the age of 18 years, unless it is proved that the defendant knew or had reasonable grounds to believe that the liquor was intended for that other person.

163. Minors in restricted areas or supervised areas

(1) Every person commits an offence and is liable to a fine not exceeding \$1,000 who, being under the age of 18 years, is found in any restricted area on any licensed premises.

(2) Every person commits an offence and is liable to a fine not exceeding \$1,000 who, being under the age of 18 years, is found in any supervised area on any licensed premises unless that person is accompanied by his or her parent or guardian.

(3) Subsections (1) and (2) of this section do not apply to any person—

a. Who is an employee or agent of the licensee, or a person acting under any contract with the licensee or a manager, and who is in the restricted area or supervised area for the purpose of—

i. Cleaning, repairing, maintaining, altering, or restocking the area or any equipment in the area; or

ii. Removing or replacing any such equipment; or

iii. Stocktaking; or

iv. Checking or removing cash; or

b. Who is in the restricted area or supervised area for the purpose of preparing or serving any meal; or

c. Repealed.

d. Who is in the supervised area for the purpose of selling or supplying liquor.

(4) Subsections (1) and (2) do not apply to a person who is in a restricted area or supervised area on licensed premises at the request of a member of the police acting in the course of his or her duties.

164. Permitting minors to be in restricted areas or supervised areas

(1) Every person commits an offence and is liable to a fine not exceeding \$2,000 who, being the licensee or manager of any licensed premises, allows any person who is under the age of [18] years to enter or remain in any restricted area or supervised area on the licensed premises in contravention of section 163 of this Act.

(2) It is a defence to a charge under subsection (1) of this section if the defendant proves that he or she believed on reasonable grounds that the person to whom the charge relates had attained the age of [18] years.