

Requirements for applicants/organisers of events being held involving alcohol

This event planning form has been developed to give groups considering hosting an event where alcohol will be present, either being brought to the event by patrons or provided free of charge, clarity regarding Alcohol Host Responsibility and Health and Safety requirements. The management of alcohol consumption is an important component of event management that you must plan well in advance of the event itself with harm-minimisation strategies.

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

Council staff members have designed this form to ensure:

- That events are managed effectively and safely for all involved
- Event organisers are informed of their responsibilities as event hosts
- Event organisers collect all the required information prior to seeking approval for the event

You must complete this form, sign it and submit it to the Rangitikei District Council along with the Event Application - Facilities Hall form, at least five (5) working days prior to the event.

Organiser Details	
Organisers Name:	
Will this person be present at the event?	☐ Yes ☐ No
Contact details for this person (including address, contact phone numbers and email address)	
If the organiser will not be present at the event, who is the person in charge during the event and will be on site at all times? (Provide name, phone numbers and email address)	
Name of chief fire warden (see section on Fire Safety in the Event Application - Hall form)	

Alcohol Use	
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 (e.g. maximum of 6 beers or 4 pre-mixed drinks of 330ml or less) • Banning alcohol promotions • Restricting alcohol drinking hours • Restricting the alcohol types supplied (e.g. wine and beer only)	
What is your plan to handle those patrons who become intoxicated?	
What is your plan to deal with those who drink alcohol outside the Facility (is the Facility in a liquor-ban area)?	

Security / Door Staff

Security staff may have many roles at these events. This could include ensuring compliance with the Sale and Supply of Alcohol Act 2012.

- Their role includes preventing intoxicated person entering the premises, checking IDs 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. History has proven that organisations or club committee members are not the ideal door staff.
- For planning purposes, you must allow for a sufficient ratio of patrons to security staff in alignment with the event and Facility. Security and bar staff should be equipped with both the ability and the motivation 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 is reached before considering or applying any intervention. All Facility alcohol management procedures should aim to prevent intoxication, as well as prevent any intoxicated patrons on the licensed premises being served or being allowed to stay.

Who will be providing security?

Please provide a list of any licensed security staff

Food

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 together with promoting it, are standard licence conditions.

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

If the food is to be sold, then the organisers must ensure they have the correct Rangitikei District Council food permit and that all food is prepared in accordance with that permit

What food are you planning for event patrons?

Is the food sold or given away at the event?

☐

Sold

☐

Given away

Control of the Event and the Patrons

It is sensible to provide potentially safe places for people and to consider ways to get them home or to another safe place.

Please identify house rules, eg no pass outs, wristbands, etc

Event Closure

Rangitikei District Council staff, security contractors or the Police may visit the venue of your event throughout the course of the evening.

If Rangitikei District Council staff receive noise complaints (and they consider the event to be noisy) or they believe the function is not operating as you have outlined above or in your application for use of the hall, appropriate action will be taken, including closing down of the event.

The next working day the Rangitikei District Council staff involved will be informed of the circumstances and consideration will be given by that organisation to the retention of bond monies paid and other penalties including staff and security call-out fees.

Declaration

I/We have read and answered all questions to the best of my/our knowledge

Signed:

Date:

Print Name: