

SAFE ALCOHOL USE AT LARGE EVENTS

A quick reference guide



This quick reference guide aims to help with planning large events where alcohol will be available.

It gives you some tips, hints and contact details for the safe use of alcohol at your event. It does not contain all the details needed for your event but is a *starting point* before seeking approval for the event.

The responsible management of alcohol means providing a safe and enjoyable environment for the people attending your event, and serving alcohol responsibly so no one gets intoxicated.

The licensee of your event (the person named as holding the license) is responsible for ensuring the requirements of the Sale and Supply of Alcohol Act (2012) are met.

Large events will require an Alcohol Management Plan before a special license application will be considered. The purpose of the plan is to outline how alcohol sale and supply and alcohol-related risks will be managed at your event.



It is important that you read [Guidelines for Managing Alcohol at Large Events](#) before starting on your Alcohol Management Plan. This document includes a template you can see and examples of how to fill it in.

Your Alcohol Management Plan

Your Alcohol Management Plan should be in place well before your event. Consider the following.

- Imposing alcohol restrictions on entry
- Preventing intoxicated patrons entering the venue
- Checking IDs of those entering
- Having food and water readily available, and well promoted
- Providing and promoting low and non-alcoholic drinks at a reasonable price
- Controlling the number of serves per person
- Restricting alcohol sale hours
- Controlling containers for the supply and consumption of alcohol
- Considering alcohol-free/family-friendly areas
- Restricting the type of alcohol supplied
- Having a sufficient ratio of patrons to security
- Training security and bar staff on how to monitor and manage patrons for intoxication and take appropriate action
- Training security staff on bag search requirements and methods for disposing of confiscated alcohol
- Promoting values that communicate intolerance of aggressive behaviour (including by staff)
- Regular meetings between the licensee and relevant agencies during the event itself

Your Responsibilities

The Sale and Supply of Alcohol Act (2012) aims to improve New Zealand's drinking culture and reduce alcohol related harm. Specifically, the object of the Act is that the sale, supply, and consumption of alcohol should be undertaken safely and responsibly & that the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

As specified in the Act, harm caused by the excessive or inappropriate consumption of alcohol includes

1. Any crime, damage, death, disease, disorderly behaviour, illness or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and
2. Any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in point 1 above.^[2]

Listed in the Act are the responsibilities of licensees around preventing intoxication and disorderly conduct on the premises for which their license applies

(Part 2, Sections 248-253, pp146–148). To allow either is an offence under the Act.

Checklist

- ✓ Event planning commences
- ✓ Review [OurHealth](#) Managing Alcohol at Large events resources
- ✓ Special license application drafted
- ✓ Special license application submitted to Liquor license Inspector at local council includes Event Map and Alcohol Management Plan
- ✓ Liquor license Inspector requests reports from Police and DHB
- ✓ Negotiations between applicant, Liquor license Inspector, Police and DHB about application
- ✓ DHB contacts applicant if there are any safe drinking water requirements^[1]
- ✓ Adjustments to application in line with recommendations
- ✓ Special license approved
- ✓ Event organiser holds planning meetings to confirm roles and responsibilities –Event staff, Liquor license Inspector, Police, DHB, Fire, Security, Vendors, St John Ambulance, Red Cross
- ✓ Event takes place
- ✓ Post event debrief meetings and reports (Liquor license Inspector, Police Alcohol Harm Reduction Officers, and DHB staff are happy to assist with your debrief)

One for One

Host responsibility means managing and monitoring patron consumption of alcohol, not waiting until intoxication becomes evident before doing anything. Providing free access to water and promoting water shows you are complying under the Act. Licensees must provide free water that is easily accessible. (Part 1, Section 5 Interpretation: 'freely available to customers', p23).

We have a range of resources including [One for One](#) resources and equipment available for hire. One for One encourages patrons to drink water in between alcoholic drinks. Find out more about [resources and merchandise](#) we have to help you.



Resources

The following resources are recommended for planning and use at your event. Posters, booklets, guidelines and equipment are available to you at no cost.

Web: www.ourhealthhb.nz/host-responsibility/

Posters



Pamphlets



Booklets

Guidelines for Managing Alcohol at Large Events

Guidelines for Safe Zones at Large Events

The Bar Code: Frontline bar staff and the law booklet

Good Vibes – alcohol free events guide



One for One



Smokefree events toolkit

Weblinks

Ministry of Health resources www.healthed.govt.nz

Alcohol resources www.alcohol.org.nz

Contacts

Here are a list of contacts who can assist with planning and delivering a safe and enjoyable event.

Hawke's Bay District Health Board

Population Health Advisors. Rebecca Peterson 06 878 8109 Extn 4680

Email: HealthPromotion@hawkesbaydhb.govt.nz

Web: www.ourhealthhb.nz/healthy_events

Liquor license Inspectors / Police

Napier City Council 06 835 7579 info@napier.govt.nz

Hastings District Council 06 871 5000 customerservice@hdc.govt.nz

Wairoa District Council 06 838 7309 administrator@wairoadc.govt.nz

Central Hawke's Bay District Council 06 857 8060 info@chbdc.govt.nz

Eastern Districts Police 06 831 0700 HB.Liquorlicensing@police.govt.nz

[1] Please note that your license may also be subject to the Health (Drinking Water) Amendment Act 2007, in relation to Temporary Water Supplies. If this is the case the District Health Board's Medical Officer of Health has powers under this Act to ensure that safe water is provided to the premise. The District Health Board's Drinking Water Team may contact the license applicant to help identify any issues that could require Medical Officer of Health approval and to ensure any subsequent conditions are met.

[2] Sale and Supply of Alcohol Act 2012, Part 1, Section 4(1–2) pp18–19.