

# SAFE ALCOHOL USE AT SMALL EVENTS

## A quick reference guide



This quick reference guide aims to help with planning your small event where alcohol will be available.

It gives you some tips, hints and contact details for the safe use of alcohol at your event and is for anyone hosting an event of fewer than 400 people.

*Whether it's Aunty's 80<sup>th</sup> birthday party, a reunion, an anniversary, or a 21<sup>st</sup>, it's important that you responsibly manage alcohol at your event – in fact the Sale and Supply of Alcohol Act (2012) requires you to do this as the event organiser/licence applicant.*

## 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 and that the harm caused by the excessive or inappropriate consumption of alcohol should be minimised. You will need to contact the Liquor Licence Inspector at your local Council to find out if you need a liquor licence for your event.

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

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

Licensees must provide free water that is easily accessible. (Part 1, Section 5 Interpretation: 'freely available to customers', p23).

# Checklist

- ✓ Find out from your local Council if you need a liquor licence.
- ✓ Provide free and easily accessible water – if your event is in a rural area you will need to check your water supply is safe.
- ✓ Provide and promote low alcohol and non-alcoholic beverages.
- ✓ Provide and promote substantial food options and have these readily available.
- ✓ Consider how alcohol will be served, and by whom.
- ✓ Control the number of alcohol serves per person.
- ✓ Security may be needed for the event, especially for preventing the entry of intoxicated people.
- ✓ Provide training for staff and ensure they understand the process for dealing with intoxicated people.
- ✓ Ensure you don't provide alcohol to anyone under 18 without the express consent of their parent or legal guardian or unless their parent or legal guardian is also present.
- ✓ Promote safe transport options to and from the event.
- ✓ Register your small event or party. The [Party Register](#) is supported by Road Safe Hawke's Bay and Police.



## One for One

Host responsibility means managing and monitoring patron consumption of alcohol, not waiting until intoxication becomes evident before doing anything. 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.



## Contacts

Here is 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](mailto:HealthPromotion@hawkesbaydhb.govt.nz)

Web: [www.ourhealthb.nz/healthy\\_events](http://www.ourhealthb.nz/healthy_events)

### Liquor Licence Inspectors / Police

Napier City Council 06 835 7579 [info@napier.govt.nz](mailto:info@napier.govt.nz)

Hastings District Council 06 871 5000 [customerservice@hdc.govt.nz](mailto:customerservice@hdc.govt.nz)

Wairoa District Council 06 838 7309 [administrator@wairoadc.govt.nz](mailto:administrator@wairoadc.govt.nz)

Central Hawke's Bay District Council 06 857 8060 [info@chbdc.govt.nz](mailto:info@chbdc.govt.nz)

Eastern Districts Police 06 831 0700 [HB.Liquorlicensing@police.govt.nz](mailto:HB.Liquorlicensing@police.govt.nz)