

ALCOHOL GUIDELINES

FOR CLUBS, SOCIETIES AND CULTURAL GROUPS



If your event is on-campus, there are certain conditions that must be met to get your Liquor Permit, including preparing a RAMS, hiring a Duty Manager from Tussock and operating under their Liquor Licence. This means the alcohol will usually have to be supplied by them. You must provide certain types of food, have plenty of water available and you may be required to limit the number of drinks each guest can have. You may need to hire security depending on the expected numbers. We can discuss these options with you when you submit your Event Concept Form.

WHETHER YOUR EVENT IS ON- OR OFF-CAMPUS, CONSIDER THESE SUGGESTIONS FOR KEEPING YOUR EVENT SAFE:

Set expectations in advance

Be clear what you're inviting people to. If you know there are some people that are likely to drink too much, talk to them in advance and put things in place to keep them safe. Let guests know when you invite them what you're planning and what to expect.

Don't push alcohol in your promotion

It is illegal to encourage excessive consumption of alcohol (this applies anywhere - not just on licensed premises); promote or advertise free alcohol; or offer goods, services, or prizes on condition that alcohol is purchased.

Provide substantial food

Whenever you're providing alcohol, provide food that stays in the stomach longer and takes time to digest, like bread, pasta, potatoes, meat and cheese. These foods will slow down how fast alcohol is absorbed into the blood. Make sure there is plenty available and keep passing it around. Remember to have vege options. A minimum of three types of food should be available (this doesn't mean three types of pizza!) e.g. sushi, pizza, pies, toasted or fresh sandwiches, wedges. Try to avoid overly salty food that makes people thirstier.

Serve plenty of non-alcoholic drinks

People choose to drink low or non-alcoholic drinks for a range of reasons, including sport and fitness, weight loss, driving, pregnancy, intolerance, or because they are taking medication.

Water must be freely available at all times. It should be chilled, attractively presented and free.

Provide water

Place jugs of water and glasses in visible spots and keep them topped up. Water must be freely available at all times. It should be chilled, attractively presented and free of charge. You might be surprised how much water your guests drink when it's available. Circulate with refills of water and non-alcoholic drinks not just alcoholic drinks.

Only refill empty glasses

Wait until your guest's glass is empty before you refill it and ask them if they would like another drink first. If someone says no to a refill, don't insist. An empty glass also gives them a chance to have a quick water between drinks.

Don't keep serving your guests until they are drunk

If you see someone getting tipsy, get them to ease off the alcohol and offer them some food or a non-alcoholic drink instead. If you need to talk to guests about slowing down, always be discreet and treat them with respect to avoid confrontation.

Set an end time

Make a time for the event to end and stick to it. Tell your guests in their invitation so everyone knows.

Make sure people get home safe

Don't let guests drive home if they have had too much to drink. Plan to provide rides or ensure they get a taxi or uber. Ideally, people should leave with a flatmate or friend. **DON'T LET PEOPLE WALK HOME ALONE.**

Think about the neighbours

Is your party is going to impact on the neighbours (eg noise, street parking)? At the very least tell them that you are throwing an event. Talk through any issues like noise before the event.

Guidelines adapted from the following sources:

Health Promotion Agency. (n.d.). *Tips for hosts*. Retrieved from www.alcohol.org.nz/help-advice/ease-up-on-the-drink/tips-for-hosts

Health Promotion Agency. (2018, September). *Creating a Responsible Drinking Environment*. Retrieved from www.alcohol.org.nz/sites/default/files/field/file_attachment/AL452%20Host%20Responsibility%20Guidelines_Online_0.pdf