

APPLICATION TO HOLD A FORMAL EVENT WITH ALCOHOL



Longerenong College is committed to protecting the safety of its staff, students and members of the public participating in Formal Events where alcohol will be available. The person organising the event (Event Manager) must complete and submit this application (*including the checklist on the reverse side*) to the Principal at least **TWO WEEKS PRIOR** to the proposed event date. Events can only take place if an application has been submitted and approved by the Principal.

Date of Event:				Name of Event:			
Venue:				Nature of Event:			
How will alcohol be available?	<input type="checkbox"/> Bar Sales	<input type="checkbox"/> BYO	<i>If BYO, explain what measures will be in place to prevent excessive drinking in the "Supporting Comments" area below.</i>				
Supporting comments:							
Name of Event Manager:				Email and/or Phone contact:			
Signature:						Date:	
Name of Principal:							

Please ensure that the Event Management Checklist on the back of this application is completed in full before the application is submitted!

EVENT MANAGEMENT CHECKLIST

1.	The event will be fully inclusive and welcoming of all participants including those who are not of legal drinking age and those who choose not to drink.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2.	The event will not include any activity that encourages the excessive or inappropriate consumption of alcohol such as pub crawls and drinking competitions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3.	Advertisements for the event will not emphasise the availability of alcohol or encourage in any way the excessive consumption of alcohol. Reference will be made to the availability of non-alcoholic drinks.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.	The event has an advertised start and finish time. Alcohol will not be served before the start time or after the finish time.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.	Attendance at the event will not be induced or encouraged by the offer of alcoholic drinks at reduced or no cost.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.	Alcohol will not be served to a person under the age of eighteen.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7.	Alcohol will not be served to an intoxicated person.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.	If alcohol is being sold directly or indirectly (including via an event cover charge) a liquor licence has been obtained.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9.	Clear prominent signage will be provided reminding people that alcohol will not be sold to persons under 18 years of age or to intoxicated persons.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
10.	All persons managing the event, serving alcohol or monitoring alcohol consumption will not themselves consume alcohol immediately prior to or during the event.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
11.	At least two persons serving alcohol at the event have undertaken training in Responsible Serving of Alcohol prior to the event, or alternatively professional servers with this training have been hired for the event.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
12.	A system has been implemented to monitor and limit the number of alcoholic drinks served or consumed by individuals.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
13.	The consumption of alcohol is a social adjunct to, and not the focus of the event.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
14.	Attractive, high quality non-alcoholic drinks will be available and displayed just as prominently as alcoholic drinks. Non-alcoholic and low-alcohol drinks will be served in preference to full strength alcoholic drinks and plain water will be freely available.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
15.	Substantial snacks (not salty snack food which encourages drinking) will be provided.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
16.	Alcohol will only be consumed in the area designated for the event.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
17.	An appropriate standard of conduct will be encouraged to ensure the safety and enjoyment of those attending the event, and of anyone who may be affected in consequence of the event.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
18.	Safe means of managing difficult situations resulting from excess consumption of alcohol will be discussed well before the event takes place.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
19.	If possible, a person with at least Level 1 competency in First Aid (Emergency First Aid) will be on hand at the event (or details of nearest First Aid resource will be maintained by the Event Manager).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
20.	Security issues will be discussed with the Campus Manager and/or Principal prior to the event taking place.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
21.	A mobile phone and emergency and security contact numbers will be available at the event.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
22.	All incidents involving personal injury or damage to property will be reported immediately to the Principal or the Campus Manager.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A