

Notification of social event during which alcohol is consumed but not sold

Please note that this form must be submitted to Kaipara District Council at least ten (10) working days prior to the proposed function.

NB: This notification form does not require approval for you to go ahead with your event. We forward this form to NZ Police so they are aware of the event. Please assume there are no issues unless you are contacted.

1 Details of applicant(s)

Name of applicant:

Email address:

Phone:

Occupation:

Date of birth:

Residential address:

Full name of function manager:

Date of birth:

Address of function manager:

2 Details of premises where function will be held

Name of premises:

Address of premises:

3 Purposes

For what special occasion/event is this notification (e.g. 21st birthday / 25th wedding anniversary etc.)

Event:

How many people will be attending:

Do you intend engaging door staff/security?

Yes

No

On which date will this occasion or event occur?

What is the proposed start and finish time of the function?

4 Host responsibility provision

(a) What provision does the applicant intend to make for the supply of:

Type of food

Low-alcohol beverages

Types of non-alcoholic refreshments

(b) What alternative forms of transport are to be provided from venue?

(c) Will under 18 year olds be attending?, If so what steps will be taken to ensure they do not consume alcohol?

(d) Steps proposed to ensure that no intoxication will occur, and that guest will not drink and drive?

(e) Will you be supplying alcohol or is it a BYO function? Supply BYO Both

NB: If your event is BYO, ticket sales are not allowed. Please contact Council to discuss

(f) If supplying alcohol, what type of alcohol is to be consumed?

(g) Do you acknowledge having read the attached 'Host Responsibility' sheet and agree to adhere to its contents?

Yes

No

Signature of applicant

Date

Responsibilities of organiser of a BYO or supplied liquor event

This document is provided to ensure the event you have planned, which does not involve the selling of liquor is safe and effectively organised.

1 Food and non-alcoholic drinks or low-alcoholic drinks

Consumption of food at an event aids in the slowing down of the absorption of alcohol and reduces its effect.

Amongst your guests may be someone who wishes to attend, but for health or social reasons cannot or does not wish to drink alcohol or prefers to have a low-alcoholic drink.

The provision of a good selection of food and non-alcoholic drink will enable your event to be a success. You should make your guests aware that food and low-alcohol drink is available.

2 Young people and intoxication

2.1 Young people

No one under the age of 18 should be supplied with liquor unless they are with their parent or guardian and under supervision.

2.2 Intoxicated persons

Allowing people to become intoxicated can spoil your event.

An effort should be made to ensure your guests do not become intoxicated.

It is your responsibility to ensure your guests leave in a condition to be on the road.

2.3 Security

It would be wise to appoint someone reliable to monitor your event, to ensure that concerns mentioned above are kept in check and the event is kept free of unwelcome or uninvited guests.

3 Promotion of alternative means of transport

It is your responsibility to ensure your guests do not drink and drive.

We ask that you take particular care to identify guests who have had too much to drink and may require transport to go home.

Please have people (*friends*) available at the function who can take guests home safely.

4 Your rights as an organiser of an event involving the supply of liquor

You have the right to:

4.1 Ask an uninvited guest or a guest who acts inappropriately to leave your event.

4.2 **Not** serve alcohol to a minor/young person or anybody who is intoxicated.

4.3 Call the Police for assistance should your event become unsafe.

Have a happy, safe and successful event.