

## 2013 ON CAMPUS ALCOHOLIC EVENT CHECKLIST

Clubs are required to follow the BSA Alcohol Policy if serving alcohol at club events. This checklist is based on the alcohol policy and is to be completed by event organisers in conjunction with CDEM.

### Event Details

Event: \_\_\_\_\_  
Club: \_\_\_\_\_  
Date: \_\_\_\_\_ Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_  
Venue: \_\_\_\_\_ Booked:   
Entertainment: \_\_\_\_\_ Contract: Yes  No   
Organiser: \_\_\_\_\_ Contact number: \_\_\_\_\_  
Nominated Event Supervisor (non-drinker): \_\_\_\_\_

### First Aid

For functions with fewer than 200 attending there must be at least one Level 2 First Aid officer present. For functions with more than 200 people, the CDEM will assist you to book St. Johns Ambulance for First Aid assistance.

First Aid Officer to be present at function: \_\_\_\_\_  
Contact details: \_\_\_\_\_  
First Aid Kit complete and on site:

### Alcohol

Temporary Liquor Licence obtained? Yes  No   
Alcohol available at the function: On sale  BYO   
Details of non-alcoholic drinks to be available: \_\_\_\_\_  
\_\_\_\_\_

### Security

Security is required at all functions where alcohol will be served. Security is required at a rate of one guard to every 50 people.

Security required: Yes  No   
Security booked: Yes  No

## Function Checklist

- Measures are in place to have ID checked
- A specially sectioned off 'wet area' with restrictions clearly marked will be in place
- No alcohol is to be taken outside of or brought into the wet area
- Alcohol will be served in plastic cups or cans
- Cans will be opened in front of patrons and distributed sensibly (no more than three drinks are to be given to one patron at a time)
- Persons serving alcohol will hold a current Responsible Service of Alcohol certificate
- Any alcohol sold at a club event will be charged at a minimum rate of \$2.50 for beer and \$4.50 for premixed spirits
- Non-alcoholic beverages will have equal availability and be featured as prominently as alcoholic beverages
- Light beer will be offered
- A temporary liquor licence has been obtained and will be displayed behind the bar with appropriate Liquor Licence Commission posters as provided by BSA
- Advertising for the event will not use the consumption of alcohol to promote or induce participation in the event.
- Advertising will be approved by the BSA prior to publishing

## Please have this checklist at your event.

- Authorisation of function by BSA
- Security arranged
- Number of Guards

Signed: \_\_\_\_\_  
BSA Clubs Development and Events Manager

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Club Executive

Date: \_\_\_\_\_

Name: \_\_\_\_\_