

Events Host Responsibility Guidelines

Category	Finance
Policy Owner	Assistant Vice Chancellor - Finance and Infrastructure
Last review	January 2025
Next review	January 2029
Approved by	Vice Chancellor
Effective date	1 February 2025

The license for the AUT Events is conditioned to allow the sale and supply of alcohol for events, functions, social gatherings and private functions.

- Hours: Monday to Sunday from 10.00 a.m. to 12.00 a.m.
- Our license is undesignated.

The applicant advises the District Licensing Committee that the following steps will be best practices to minimise the harm from alcohol and promote a safe environment:

Minors:

AUT Events will not serve alcohol to minors. If staff doubt their age, they are instructed to ask for ID. If a person cannot produce the required ID, no alcohol will be sold. (Accepted forms of proof of age are a current NZ photo driver's License, the HNZ 18+/Kiwi Access card, or a current Passport). Only the originals of documents will be accepted.

All staff can refuse service to any person.

Intoxication:

- AUT Events will not serve alcohol to visibly intoxicated patrons.
- Intoxicated persons identified at any entrance will be refused entry into the licensed premises.
- Identified intoxicated persons will not be allowed to remain within the licensed premises unless they are moved to a place of safety.
- If an intoxicated person is deemed vulnerable or potential harm to themselves, they will be moved to a place of safety, which may still be on the licensed premises and actively monitored until they can safely leave the licensed premises.
- Staff are trained in how to recognise the signs of intoxication or being under the influence of alcohol. Staff will be made aware of the ability to offer alternatives to alcohol, such as food or non-alcoholic drinks, or stop or slow service.

Water:

- Free water is available throughout the premises when AUT Events are operating.
- Water stations are water coolers that can be built in or mobile units and at outlets with water jugs and accompanying vessels to decant, etc.
- The number of self-service water stations depends on the number of people attending the premises and the type of event.
- A Water station will be set up in every defined space where alcohol is served.

- Additional pop-up water stations, such as conferences and meetings, are added to support any event activity type and are moved between venue spaces as required.
- Water stations are not required for seated functions or events when water is provided through table service; water stations will be put in place once the table service finishes.

Food:

- When hosting functions or off-site catering, menus are tailored to the client and occasion.
- A reasonable range of food will be available whenever alcohol is being sold or supplied and will be appropriate for the event.
- There will always be a range of food advertised on physical menus or digital screens at the event bars and buffets.
- Menus do not apply when any event or function is pre-catered, a sit-down meal, banquet, canape style service or when food trucks are on the premises.
- All staff are briefed and receive an individual event brief detailing/highlighting the food options available at all events.

Low and non-alcohol beverages:

- Low-alcohol 1.15-2.5% ABV beer is available when the premises operate.
- Non-alcohol 0.0-1.15% ABV beer is available when the premises operate.
- A range of soft drinks, energy drinks, and water is always available when the premises are operating.
- These products are displayed on menus, menu boards, drink lists and in glass-fronted fridges where visible to the patron.

Alcohol Promotions:

Alcohol will not be promoted irresponsibly. AUT Events do not hold alcohol promotions.

Safe Drinking Environment:

We ensure that empty glasses and bottles are cleared promptly, and we will regularly check that the bathrooms are kept clean and available.

We have a zero-tolerance policy for aggressive or unacceptable behavior.

Noise and Amenity and Good Order:

We keep the exterior of our premises clean and tidy.

Staff are instructed to be mindful of the need to manage noise to be considerate of our neighbors. Bottles will not be emptied into outside rubbish bins at a time that could annoy neighbors.

The exterior of the premises is kept clean and tidy, free from graffiti and rubbish, by the cleaning and facilities staff.

Display of information about safe transport

The licensee must display information about transport availability as follows:

An A4 poster must be clearly displayed in at least two of the following locations:

- (a) by the main counter or bar; or
- (b) by the principal exit; or
- (c) the bathrooms; or

(d) another location approved by the DLC or ARLA

The content of the poster must include the following:

- (a) anti-drink driving messaging; and
- (b) where applicable, taxi contact details and the location of the nearest taxi rank; and
- (c) advice that staff are available to give further information.

Training:

- AUT Events have a staff training plan in place and refresher training will be given when required.
- Sessions on the sale and supply of liquor are delivered by the Operations Manager, which are tracked and documented electronically.
- AUT Events operates a training, and skills register for all staff, and all front-line staff have completed the free Serve Wise online training course.
- AUT Events will ensure that all staff are aware of the requirements of the Sale and Supply of Alcohol Act 2012 which prohibits any sale of alcohol to minors.
- Staff are trained to ensure that intoxicated persons must not be allowed entry to the premises or sold or supplied alcohol, and intoxicated persons must not remain on the licensed premises.
- Staff are trained in how to recognise the signs of intoxication or being under the influence of alcohol. Staff will be made aware of the ability to offer alternatives to alcohol such as food or non-alcoholic drinks or stop or slow service.
- Staff are aware and trained in the use of the HPA date of birth chart and SCAB Intoxication Assessment Tool.
- AUT Events operates a training, and skills register for all staff. This is held electronically.
- Further training will be given by trained professionals for NZQA unit standards 4646 and 16705 for the LCQ, when required

Register of alcohol-related incidents

The licensee must maintain a register of material alcohol-related incidents, noting the date, time and details of each incident, and the steps taken by the licensee in response to the incident.

For the purposes of this condition, the term “material alcohol-related incidents” includes, but is not limited to the following situations:

- (a) a patron or staff member is seriously threatened; or
- (b) fighting occurs on the premises; or
- (c) an external agency such as the Police, Māori Wardens or emergency services has been contacted; or
- (d) a patron has been forcibly evicted and/or banned from the premises; or
- (e) property is willfully damaged by a patron; patrons are found to be involved in any illegal activities on the premises, including drink spiking
- (f) patrons are found to be involved in any illegal activities on the premises, including drink spiking

where the excessive or inappropriate consumption of alcohol has been a contributing factor.

The register of incidents must be available for inspection by the Police and Licensing Inspectors at any time that the premises is open to the public.

The incident should be recorded in the incident register within 12 hours of the incident occurring.