

HOW DOES BEING A RESPONSIBLE HOST HELP YOU?

- ◆ It ensures that you comply with your legal obligations.
- ◆ It reduces potential legal problems.
- ◆ It helps your staff to respond to potentially difficult situations.
- ◆ It gives you better control over your alcohol service environment.
- ◆ It demonstrates your concern for your customers, guests and members.

For assistance with planning a larger event requiring an Occasional Licence contact the Department of Racing, Gaming and Liquor on (08) 9425 1888 to obtain a copy of the *Event Management Guide*.

Look after your Occasional Licence and be a responsible host:

- ◆ Promote low alcohol drinks.
- ◆ Serve food.
- ◆ Provide non alcoholic drinks.
- ◆ Request photographic proof-of-age identification.
- ◆ Refuse service to people who are visibly intoxicated.
- ◆ Avoid providing laybacks, slammers, shooters or allowing drinking games.
- ◆ Serve drinks in standard disposable containers.
- ◆ Provide adequate security.
- ◆ Arrange alternative transport.

An Occasional Licence

How to be a responsible host



Drug and Alcohol Office
Department of Racing,
Gaming and Liquor



Your Occasional Licence comes with legal obligations to serve alcohol responsibly – just the same as a pub, nightclub or other liquor licence. To ensure that your event runs smoothly, you need to abide by these obligations which are outlined in the Liquor Licensing Act 1988.

Under the Liquor Licensing Act 1988, you are responsible for your staff and those attending your function or event.

LEGAL OBLIGATIONS

It is important for all involved with an Occasional Licence to know that they have an obligation to their customers to serve alcohol responsibly. While people attending your event must accept responsibility for their behaviour, management and staff must accept the consequences if they neglect their requirements under the Liquor Licensing Act 1988.

Failing to be a responsible host has implications for your patrons, your staff, future events, yourself as the licence holder, and the community as a whole.

You can be charged under the Liquor Licensing Act 1988 if you do not meet your obligations. Under the Liquor Licensing Act 1988 no person can:

- ❖ Sell or supply liquor to a person under 18 years of age
- ❖ Serve alcohol to intoxication
- ❖ Serve intoxicated (drunk) people
- ❖ Permit violence
- ❖ Permit disorderly conduct in the licensed area.

Host responsibility policies and practices can help you to provide a safe and enjoyable environment for your patrons. A few simple well-planned strategies can ensure alcohol is served and consumed responsibly at your event.

HOW CAN YOU BE A RESPONSIBLE HOST?

Service of alcohol

- ❖ Train staff to recognise signs of intoxication and refuse to serve anyone who is visibly intoxicated.
- ❖ Provide non-alcoholic drinks.
- ❖ Limit the number of drinks that one person can purchase at any one time.
- ❖ Ensure staff are provided with instructions regarding identification of under-age patrons and refusal of service.
- ❖ Request official photographic proof-of-age identification from all young people:
 - ❖ Driver's licence with photograph
 - ❖ Current passport
 - ❖ Official Proof-of-Age card.
- ❖ Do not permit activities that encourage rapid consumption of alcohol, such as shooters, slammers, laybacks and drinking games.
- ❖ Serve food with drinks to slow the rate of consumption and absorption of alcohol (not just chips or nuts, but something substantial).
- ❖ Display posters that support the responsible service of alcohol. Signage at entrances and behind the bar reinforces the decision to refuse service to intoxicated persons and can help when dealing with difficult patrons.

Posters can be ordered by contacting the Department of Racing, Gaming and Liquor on (08) 9425 1888.

Creating a safe environment

- ❖ Reduce the opportunity for injury – use plastic or disposable cups instead of glass ones.
- ❖ Supply liquor in standard or recognisable quantities (e.g. middies or cans for beer).
- ❖ Promote the consumption of light or low-alcohol drinks. Provide, where possible, a clear differential in price between low-alcohol and high-alcohol products (i.e. low alcohol and full strength beer).
- ❖ Maintain a clean environment. Wipe tables, remove glasses, containers and litter regularly.
- ❖ Ensure adequate seating and space for the anticipated number of guests.
- ❖ Security - provide a sufficient number of licensed crowd controllers.
- ❖ Ensure that the licensed area is distinct from the rest of the event by fencing or similar partitioning (and that the event itself can only be accessed by those invited).
- ❖ Ensure that sufficient toilet facilities are available.
- ❖ Ensure easy access to a telephone for calling taxis or alternative transport.