

SUPPORTING SAFE ALCOHOL USE AT SMALL EVENTS

A Quick Reference Guide

An initiative of the Healthy Populations Group of the Hawke's Bay District Health Board.

Introduction

This quick reference guide aims to help with planning your small event where alcohol will be available. It gives you some tips, a checklist, and contact details for the safe use of alcohol at your event and is for anyone hosting an event of fewer than 400 people.[\[1\]](#)

Whether it's Aunty's 80th birthday party, a reunion, an anniversary, or a 21st, it's important that you responsibly manage alcohol at your event – in fact the Sale and Supply of Alcohol Act (2012) requires you to do this as the event organiser/licence applicant.

It will only take a short time to identify what's needed to make your event safe and enjoyable for all. We can put you on track with your planning and help you access resources and other assistance. See our contact details over the page.

Your responsibilities

The Sale and Supply of Alcohol Act (2012) aims to improve New Zealand's drinking culture and reduce the harm caused by excessive drinking. Specifically, the object of the Act is:

- That the sale, supply, and consumption of alcohol should be undertaken safely and responsibly
- That the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

You will need to contact the District Licensing Officer at your local council to find out if you need a liquor licence for your event.

Listed in the Act are the responsibilities of licence holders around preventing intoxication and disorderly conduct on the premises for which their licence applies (refer Part 2, Sections 248–253, pp146–148). To allow either is an offence under the Act.

The Act also requires licence holders, among other things, to provide free water for people to drink, which is easily accessible. The requirements around this are clearly spelt out in the Act (refer Part 1, Section 5 Interpretation: 'freely available to customers', p23).

✓ CHECKLIST

Use this checklist for your event

These are the things you will need to consider when planning your event:

- Find out from your local Council (see Contacts below) if you need a liquor licence
- Providing free and easily accessible water – if your event is in a rural area you will need to work with us to check your water supply is safe
- Providing and promoting low alcohol and non-alcoholic beverages
- Providing and promoting substantial food options and having this readily available^[2]
- How alcohol will be served, and by whom
- Controlling the number of alcohol serves per person
- Security may be needed for the event, especially for preventing the entry of intoxicated people
- Strategies for dealing with intoxicated people, including a safe place to sober up while transport home is arranged
- Ensuring you don't provide alcohol to anyone under 18 without the express consent of their parent or legal guardian^[3] (unless their parent or legal guardian is also present)
- The availability of safe transport options to and from the event.

Contacts

We are here to help. Feel free to contact us with any questions about your event.

Hawke's Bay District Health Board

Population Health: ph 06 834 1815, liquorlicensing@hbdhb.govt.nz

District Licensing Inspectors

Napier City Council: ph (06) 834 4154, info@napier.govt.nz

Hastings District Council: ph (06) 871 5000, council@hdc.govt.nz

Wairoa District Council: ph (06) 838 7309, administrator@wairoadc.govt.nz

Central Hawke's Bay District Council: ph (06) 857 8060, info@chbdc.govt.nz

Police

Eastern District Headquarters: ph (06) 831 0700, HB.liquorlicensing@police.govt.nz

[1] If your event is for 400 people or more, contact the HBDHB for a 'Supporting Safe Alcohol Use at Large Events' guide.

[2] Make sure any food is prepared and handled safely.

[3] A person supplying alcohol to anyone under 18 must do so in a 'responsible' manner (ie, under supervision, with food, with a choice of low alcohol and non-alcoholic drinks, with safe transport options in place). A person is only considered a minor's legal guardian if he/she is recognised as a guardian under the Care of Children Act 2004. 'Express consent' means a personal conversation, an email, or a text message that you have good reason to believe is genuine.