

Guidelines for University events involving alcohol

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1. Introduction

Numerous University events can involve the supply and consumption of alcohol.

Staff events, either to socialise or to farewell team members; welcoming and social events for first year undergraduate students; events hosted by student clubs; or larger scale, ticketed events open to members of the public are all examples of University events where alcohol might be involved as part of the event.

Where alcohol is served at any University event, the University, the Event Owner and the person/people supplying or serving the alcohol have serious legal obligations under the Sale & Supply of Alcohol Act 2012 and the Health & Safety at Work Act 2015 to manage the supply and consumption of alcohol safely and responsibly.

The University recognises that the potential harm arising from the abuse and excessive consumption of alcohol is significant and presents a real risk to the health and wellbeing of University staff, students and the public. Consumption of alcohol at events can increase the risk of an attendee being injured or harmed. Incidents involving alcohol may also have serious legal and reputational risks for the University and for the individuals concerned.

2. When do these guidelines apply?

These guidelines have been prepared and are maintained by the Event Coordination Group (**ECG**) and should be followed by all event organisers planning to serve alcohol at their on-campus event. For the purposes of these guidelines, the "event organisers" are the Event Owner and Event Manager.

While most University events are held on campus, the University's health and safety obligations also extend to off campus University events.

Where an event is being held **off campus** and involves the sale or serving of alcohol, event organisers are **strongly encouraged** to follow and apply these guidelines, particularly if the event is not being held at a licensed venue or if a caterer is not being engaged to manage alcohol service at the event. Following these guidelines for off campus University events will help ensure that the University and the event organisers meet their respective legal obligations in respect of the health and safety of attendees and the safe, responsible and lawful supply and consumption of alcohol at those events. If an event organiser proposes to Self-Manage alcohol at an off campus event, these guidelines should be followed as if it was being held on campus.

These guidelines may be updated by the ECG from time to time. If event organisers have any questions relating to the application of these guidelines, please contact ecg@auckland.ac.nz.

3. Essential information – please read

- The University as a whole is **not a "licensed premise"** for the purposes of the Sale & Supply of Alcohol Act 2012.
- Under the University's [Event Management Policy](#) the supply and consumption of alcohol on campus must be **approved in advance via the Event Coordination Group (ECG)**. Any event involving alcohol is a "special event" for the purposes of the [Event Management Policy \(see section 0\)](#).
- To request approval via ECG you need to submit an **Event Notification Form**, ideally at least 3 weeks prior to your event. Shorter timeframes may apply in some circumstances.
- Engaging a **University approved panel caterer** is the preferred and recommended approach to meet the legal obligations for the supply and consumption of alcohol at an event, and is compulsory in some circumstances ([see section 0](#)).
- **Self-Management** of the supply and consumption of alcohol at events without a licence may be approved via the ECG if strict Self-Management criteria are met ([see section 0](#)).
- A **standing approval** via ECG may be obtained for semi-regular, low risk events. Standing approval may be granted subject to compliance with certain conditions ([see section 9](#)).
- For high risk events, the ECG may require that the event organisers obtain a **special licence** directly from Auckland Council for its event.
- An **Event Compliance Officer** must be present at all events involving alcohol, including catered events and events at licenced premises.
- A **Responsible Host** must be present at all times at Self-Managed events (that person may also be the Event Compliance Officer for that event) ([see section 10](#)).
- Limitations apply to the **types of alcohol** permitted at University events ([see section 0](#)).

4. Checklist for events involving alcohol

Before an event involving alcohol takes place, event organisers should work through the following:

Checklist for events involving alcohol	✓ / ✗
Read and follow these guidelines thoroughly	
Consider how you propose to safely manage the supply and consumption of alcohol. <ul style="list-style-type: none"> • Engage a University approved panel caterer • Hold the event at licenced premises • Self-Manage with a Responsible Host • Obtain a special licence (as defined in the FAQs section) 	
Complete and submit an Event Notification Form ideally 3 weeks and no less than 5 working days prior to the event. See section 5.	
Assign an Event Compliance Officer to be present at the event. See section 12. For a Self-Managed event that person may also be the Responsible Host. See sections 8 and 10.	
If catering your event, engage an approved panel caterer to manage the alcohol service. See section 6.	
If Self-Management of alcohol is approved, ensure the nominated Responsible Host fully understands and is comfortable with the Responsible Host duties. See section 10.	
Ensure arrangements are in place to supply and serve a suitable volume and mix of food, provide free water, and provide a range low alcohol, zero alcohol and non-alcoholic beverages throughout the event. See section 11.	
If the event is held at an off campus venue and involves alcohol, you as the event organiser must understand and agree with the venue operator/host the appropriate sharing of responsibilities between the venue operator/host and the event organisers to ensure the health and safety of attendees and the safe, responsible and lawful supply and consumption of alcohol at the event. See the FAQs for more information.	

5. Approval to serve alcohol on campus

The University's Event Management Policy states that:

- No staff member will bring or consume alcohol on University premises or any University facility, other than licensed premises, without approval from the Registrar or nominated representative.
- Consent for the consumption of alcohol at an event must be granted for each event in writing by the Registrar or nominated representative.

The Director of Campus Life is the Registrar's nominated representative for approval of alcohol at events. The Director has delegated its authority to the chairperson of the ECG for this purpose.

Ideally 3 weeks prior to the event, and no later than 5 working days prior, the event organisers must complete and submit an [Event Notification Form](#).

The ECG will review the Event Notification Form, assess the event, and provide approval and/or guidance as applicable.

The ECG may engage with you directly to obtain more information.

If approval for alcohol at your event is granted, the ECG may impose any conditions that it considers prudent or reasonably necessary in the circumstances.

The following restrictions apply to alcohol at all events (unless approved otherwise via the ECG):

Permitted	Not permitted
Beer (commercially brewed)	Home brewed beer, cider or wine
Cider (commercially brewed)	Home distilled spirits
Wine *	Spirits, RTDs, and other alcoholic drinks **
	BYO alcohol at any event

** Where wine is served, you must use Goldie Estate wines unless the non-Goldie Estate wine is supplied by the host of an event held at licensed premises or expressly approved by the University's Strategic Procurement Manager.*

*** Spirits, RTDs, and other alcoholic drinks may be served by the host of an event held at licensed premises.*

A special licence granted by Auckland Council may be required if the ECG considers your event to be higher risk and will not otherwise be covered by an alcohol licence (eg under an endorsed caterer's licence – see next section). See the FAQs for more information.

6. Professional management of alcohol at events by University approved caterers

Engaging a University approved panel caterer (either Flame Tree or Urban Gourmet) is the preferred and recommended approach for managing the supply and consumption of alcohol at your event.

The University's panel caterers hold endorsed alcohol licences that enable them to lawfully sell and supply alcohol at an event. The caterers have qualified staff and in-depth knowledge of how to professionally manage alcohol service at events and how to comply with the relevant legal requirements. The caterers are entitled to charge fees for this service.

You ***must*** use a caterer for any event on campus with alcohol:

- where invitees or attendees include persons U18, or where U18s may reasonably be expected to attend.
- where alcohol is being paid for by attendees at the event
- if there is a charge for the event (tickets are sold, there is a door charge, or a koha/donation is encouraged, whether before, during or after the event).
- where alcohol consumption is the primary or a substantial driver of attendance at the event.

The ECG may require you to engage a University caterer, particularly for larger or higher risk events (as assessed by the ECG based on the nature of the event and the number and age of attendees).

After reviewing your Event Notification Form, the ECG will inform you if you are required to engage a preferred caterer to manage the service of alcohol at your event.

Even if a caterer is engaged, an Event Compliance Officer must still be present at the event.

7. Holding events at licenced premises

Alcohol approval via ECG is required even if an event is to be held at clearly identified existing licensed premises on campus. You must still submit an Event Notification Form and appoint an Event Compliance Officer.

The operator of the licensed premises will advise if it is willing to host your event at its premises and manage the alcohol service. To meet the operator's licensing requirements, this will need to include the supply of food, water, low alcohol, zero alcohol and non-alcoholic drinks for the event by the operator.

Licensed premises on campus currently include: Shaky Isles, Strata café, Superfino OGGB, Superfino Grafton and The Glasshouse café in Epsom. The Staff Common Room at Old Government House is also a venue licensed to serve alcohol.

8. Self-Management of alcohol at events

The University recognises that for some University events it may not be practical or feasible to engage a caterer, obtain a special licence or hold your event at a licensed café, for example an impromptu after-work drink among colleagues, a small staff farewell, or a student club meeting. It may be possible that alcohol service at an unlicensed event can be Self-Managed.

In those circumstances approval **may** be granted via ECG for Self-Management of the supply and consumption of alcohol at a University event if the ECG is satisfied that **all** of the following criteria are met:

Self-Management Event Criteria	✓ / ✗
The event is on campus (or the location off campus is approved by the ECG)	
The event has no more than 30 attendees	
No alcohol will be sold at the event, no tickets sold or entry fees charged, and no koha/donation for the event encouraged (before, during or after the event)	
A Responsible Host is present and takes responsibility for alcohol service	
Duration of the alcohol service is limited to no more than 2 hours	
There are no minors (persons under 18 years old) attending the event	
The following must be available throughout the event: <ul style="list-style-type: none"> • free water (with vessels); • a range of low alcohol, zero alcohol and non-alcoholic drinks; and • at least three types of cooked or other substantial food. 	
The level of formality of the event is such that the event owner or attendees would not reasonably expect the alcohol to be professionally served.	
The event organisers can demonstrate effective ways to control access to alcohol and ensure no non-attendees or U18s are served alcohol (for example, requiring the Responsible Host to serve all drinks).	
Alcohol consumption is not a primary or substantial driver of attendance (for example, the primary driver may be team building or fostering collegial relations).	
The presence of alcohol at the event is not [prominently] advertised.	

If **any** of these conditions cannot be met, event organisers are required to:

- engage a University caterer to manage the alcohol service (if time permits); or
- hold the event at one of the University's licensed premises; or
- refrain from supplying alcohol at the event.

The ECG may waive, or impose additional, Self-Management criteria for an event, depending on the circumstances for the event.

9. Standing approvals for Self-Managed events

The University also recognises that for some Self-Managed Events that have a very low risk profile and are held on a semi-regular basis, it is not reasonable or practical to require prior approval via ECG on every occasion. A typical example may be monthly staff drinks, staff welcomes or farewells, or other small gatherings of faculty or student club members.

In those cases, the ECG may grant a standing approval for approved events to be held within a specified future period (eg 3 or 6 months). Standing approvals may be granted subject to conditions (including, for example, that the event remains within certain approved parameters, and there is no substantial change in the size or character of the event). Upon expiry of the specified period, a new standing approval may be applied for.

Standing approvals are intended to encourage the safe and responsible consumption of alcohol in a practical and realistic manner. Standing approvals may be requested using the [Event Notification Form](#).

10. Responsible Hosts at Self-Managed events

Every Self-Managed event must have at least one Responsible Host.

A Responsible Host must be either a senior University staff member or, in the case of a student club event, a member of the club's executive committee.

A Responsible Host must be willing and confident of being able to meet all of the following requirements:

Responsible Host duties	✓ / ✗
Remain responsibly sober themselves for the duration of the event.	
Ensuring there is a sufficient supply of food, free water, and low alcohol, zero alcohol and non-alcoholic beverages throughout the event.	
Ensure all other Self-Management criteria remain satisfied at all times.	
Be willing and able to ask for identification and proof of age of anyone who looks under the age of 25 (and if you reasonably suspect an attendee may be U18). (eg NZ drivers' licence, current passport, Hospitality NZ 18+ card)	
Monitor the alcohol consumption levels by event attendees and intervene where necessary. This may include stopping alcohol service to one or more individuals and/or asking intoxicated persons to leave the premises.	
Ensure everybody has a way of getting home safely.	

Responsible Host duties	✓ / ✗
If any individual becomes intoxicated, ensure the individual is able to get home safely or is otherwise looked after. Consider having taxi chits or Uber account details (or equivalent) available for attendees.	
Be familiar with the SCAB intoxication assessment tool and be willing and able to use it to gauge a person's level of intoxication. See FAQs for more information.	

Being a Responsible Host can become difficult, for example if an intoxicated attendee becomes disgruntled at being asked to stop drinking alcohol or is asked to leave the event. For that reason, an event organiser may wish to appoint two Responsible Hosts to an event to provide mutual support and share responsibility.

If no senior University staff member or club executive member is willing to be the Responsible Host, or a Responsible Host cannot attend and cannot be replaced, the event organisers must:

- engage with one of the University's approved caterers (Flame Tree or Urban Gourmet) to enquire if they are able to manage the alcohol service; or
- hold the event at one of the University's licensed premises; or
- refrain from supplying alcohol at the event.

11. Food, water, low alcohol, zero alcohol and non-alcoholic drinks

The Sale & Supply of Alcohol Act 2012 requires that at all times when alcohol is supplied and served, a reasonable range of food must also be available.

In practical terms, this means providing at least three different types of cooked or other substantial food, in suitable volumes, considering the number of attendees at the event. Whoever manages the alcohol service at an event must ensure that there is a suitable range and volume of food available throughout the period when alcohol is served. Snack foods (such as potato chips or lollies) are not considered to be substantial food types for these purposes.

Furthermore, drinking water (and vessels) must be freely available, and a selection of low alcohol, zero alcohol and non-alcoholic drinks must also be available.

These requirements are standard under a caterer's licence, special licence or club licence. The University requires that any Self-Managed event also complies with this requirement.

The University's approved panel caterers know how to meet these obligations. When a panel caterer is engaged by an event organiser to manage the alcohol service at an event, that caterer must also be engaged to provide a suitable range and volume of food for that event and to provide water, as well as a range of low alcohol, zero alcohol and non-alcoholic beverages.

12. Event Compliance Officers

Event organisers should be familiar with the [Event Management Policy](#), which outlines the roles and responsibilities of different stakeholders involved in the event.

For all events involving alcohol, including Self-Managed events, an Event Compliance Officer (**ECO**) must be assigned. For Self-Managed events, the Responsible Host may be the ECO for that event.

The ECO is required to complete an [event safety checklist](#) on the day of the event, be present for the duration of the event, and may be required to oversee the safe evacuation of event attendees if there is an emergency. Normally, only a level 1 ECO is required (a University staff member with fire warden training), but if the ECG considers the event is high risk then the ECG may require that a level 2 ECO be present at all times (a University staff member with additional first aid and risk assessment training).

The ECO should be familiar with the SCAB intoxication assessment tool and able to use it if required. A copy of the SCAB tool is set out at the end of the FAQ section.

Frequently Asked Questions (FAQs) concerning events involving alcohol

Q. If I take responsibility to Self-Manage the alcohol service at an event, what specifically am I responsible for?

A. Self-Management of the alcohol service is only permitted when all of the event criteria for a Self-Managed event, as outlined in these guidelines, are met. One of the key criteria is having a Responsible Host willing and able to comply with the Responsible Host duties. Please see the "Responsible Host" section of the guidelines for a description of the Responsible Host duties.

If there is no Responsible Host for an event, you will need to either: engage a caterer (if time permits), ask a licensed café to host your event (again, if time permits), or refrain from serving alcohol at your event.

Q. What if my Responsible Host pulls out before the event?

A. For any Self-Managed event there must always be a Responsible Host. If you appoint a replacement Responsible Host, best practice is to email the ECG (ecg@auckland.ac.nz) with an update and the name of the new Responsible Host. If you cannot find an adequate replacement, you will need to either: engage a caterer (if time permits), ask a licensed café to host your event (again, if time permits), or refrain from serving alcohol at your event.

Q. I'm planning to serve pizza at my event, which will also involve the serving of alcohol. Is this ok?

A. Pizza is considered a substantive food type, but is considered as just one of the three food types required when alcohol is served. The requirement at events where alcohol is served is that there must be at least three cooked or substantive food types available to attendees. If an event organiser intends to serve pizza, they must also arrange and supply at least two other cooked or substantive food types (eg garlic bread and chips).

Event organisers should also read the separate Guidelines for the supply & serving of pizza at events on campus, for more specific information about the suitability of pizza.

Q. If my event is off-campus and involves alcohol, what are my responsibilities?

A. The University has obligations under the Health and Safety at Work Act 2015 in respect of its personnel both on and off campus. Where a University event is being held **off campus** and involves the sale or serving of alcohol, event organisers are **strongly encouraged** to follow and apply these guidelines as if the event was to be held on campus, particularly if the event is not being held at a licensed venue or if a caterer is not being engaged to manage alcohol service at the event. If the event is being held at a licensed venue then depending on the booking terms at the off-campus

venue, the venue operator/host may have primary responsibility for some of the obligations described in these guidelines. Event organisers should liaise with the venue operator to ensure there is clear understanding on the sharing of responsibilities, particularly for the safe, responsible and lawful supply and consumption of alcohol at those off campus events.

The event organisers must be satisfied that the venue operator/host has a license that permits the serving of alcohol. Alternatively, the event organisers must engage a licenced caterer to manage the service or alcohol at the off campus venue.

Off campus events involving alcohol should follow the requirements and protocol of the licensed venue. If these requirements do not match what you would reasonably expect from one of the University's approved panel caterers, please email ecg@auckland.ac.nz for advice.

In a limited number of circumstances, alcohol may be Self-Managed at off campus events (for example, a small staff farewell picnic held at a park). The event must meet all of the other conditions set out within the section **Self-Management of alcohol at events** and event organisers must ensure there are no liquor bans in place at the planned location for the duration of the event. If an event organiser proposes to Self-Manage alcohol at an off campus event, these guidelines should be followed as if it was being held on campus.

Q. Are there other suppliers who can manage the alcohol service at my event on campus, other than the University's panel caterers?

A. An alternative would be to speak to one of the cafés on campus, where the café operator holds a licence to serve alcohol.

Where an event is held at licenced premises, the sale, supply and consumption of alcohol at the licensed premises will be governed by the terms of the operator's licence. That licence imposes a range of obligations and requirements on the operator that are intended to ensure the safe and responsible supply of alcohol to patrons of the licenced premises.

These currently include: Shaky Isles, Strata café, Superfino OGGB, Superfino Grafton and The Glasshouse café in Epsom. The Staff Common Room at Old Government House is also a venue licensed to serve alcohol.

The café operator will advise if they are willing to host your event at their premises and manage the alcohol service. To meet licensing requirements, this will also need to include the supply of food for the event by the café operator.

If you want to hold an event at licenced premises on campus, you still need to request approval by submitting an [Event Notification Form](#).

Other alternatives include Self-Management (if your event meets the criteria), or obtaining a special licence for your event.

Q. Can the inclusion of alcohol at an event be promoted as part of the event marketing?

A. Any mention of alcohol in the promotion of an event should be undertaken very carefully. Ideally, alcohol should not be mentioned in any event marketing materials. If alcohol is mentioned,

it should be mentioned in a passing manner, incidental to the main messages of the advertising material, and only as an adjunct to the main event (eg "a range of alcoholic, non-alcoholic and zero alcohol beverages will be available").

If alcohol at the event is advertised in a more prominent manner or as a primary or substantial purpose of the event, then a licensed caterer should be engaged or a special licence obtained.

Q. The conditions and requirements concerning the serving of alcohol seem quite onerous. Are these really necessary?

A. While alcohol is a part of many New Zealanders' lives, the University recognises that the potential harm arising from the abuse and excessive consumption of alcohol is significant and presents a real risk to the health and wellbeing of University staff, students and the public. Consumption of alcohol at events can increase the risk of an attendee being injured or harmed. Incidents involving alcohol may also have serious legal and reputational risks for the University and for the individuals concerned.

These guidelines are intended to ensure that the event organisers, and the University, meet their respective legal obligations under the Sale & Supply of Alcohol Act 2012 and the Health and Safety at Work Act 2015. If these guidelines seem too onerous, the event organisers should consider whether the inclusion of alcohol at the event is necessary.

Q. In what circumstances is an alcohol license required?

A. The Sale and Supply of Alcohol Act 2012 imposes a licencing framework for the sale and supply of alcohol in New Zealand. The University is largely an unlicensed premise for the purpose of the sale and supply of alcohol. The University has legal obligations to ensure that alcohol is not sold on University premises without a licence, and that the University's unlicensed premises are not used as a "place of resort".

A "place of resort" is where an event is held on unlicensed premises where alcohol consumption is the primary or a substantial driver of the event.

In practical terms, this means that any event on campus where alcohol is sold or where alcohol consumption is the primary or substantial driver of attendance at the event must be licensed.

The preferred solution is to have the alcohol service managed by one of the University's approved panel caterers. This is because the panel caterers hold endorsed liquor licenses and can therefore legally sell and supply alcohol on unlicensed premises.

An alternative is to obtain a special licence (see below).

Q. What is a "special licence"?

A. In exceptional circumstances, it may be possible for a third party to obtain a special licence to manage the alcohol at the event. A special licence may be required if the ECG considers your event to be higher risk, you do not intend to engage a University approved panel caterer, and your event does not fall within the Self-Management criteria.

For example, AUSA may be able to manage the supply and consumption of alcohol at an AUSA Orientation event that would otherwise meet the “place of resort” threshold by obtaining its own special licence for that particular event (see previous FAQ).

A special license is granted by Auckland Council, and will specify the terms and conditions that must be complied with at the event.

Q. What is the difference between *selling* alcohol and *supplying* alcohol and why does it matter?

A. Under the Sale and Supply of Alcohol Act 2012, it is an offence to sell alcohol without a licence or to allow people to sell alcohol on your unlicensed premises. If you are "selling" alcohol then there must be a licence in place. The definition of "selling" under the Act is extended to include requiring any entry fees, which includes selling tickets, imposing a door charge, and even encouraging a koha or donation, before, during or after the event. This applies irrespective of whether the alcohol at the event is sold or supplied free of charge.

"Supplying" alcohol is even wider and includes making alcohol freely available for consumption. Under the Act it is an offence to supply alcohol to a minor (U18) without written parental consent, and then it may only be supplied in a responsible manner.

Q. What is the SCAB tool?

A. SCAB is an intoxication assessment tool promoted by Te Hiringa Hauora, Health Promotion Agency (now part of Te Whatu Ora, Health New Zealand) for use by duty managers and other persons responsible for monitoring alcohol consumption to help assess whether a person is intoxicated and should no longer be served alcohol.

SCAB stands for "Speech", "Coordination", "Appearance" and "Behaviour", and provides indicators under those headings to help identify if a person is Sober, Influenced or Intoxicated. Event Compliance Officers and Responsible Hosts are recommended to be familiar with the SCAB tool. A copy of the SCAB tool is set out below these FAQs and laminated pocket-sized copies of the SCAB tool for use by ECOs and Responsible Hosts are available from the ECG (ecg@auckland.ac.nz) and the Student Engagement team in Campus Life (studentgroups@auckland.ac.nz).

SCAB intoxication assessment tool

Intoxication assessment tool

Indicators may include but are not limited to:

	Sober	Influenced	Intoxicated
Speech	Coherent, clear speech, normal tone/volume, may be talkative.	May be overly talkative, opinionated and interrupts, may stumble over words, becoming loud, inappropriate language, jokes, comments.	Slurring, difficulty forming words, loud, repetitive, loses train of thought, nonsensical, unintelligible.
Coordination	Coordinated, balanced, standing without help or support.	Slowed or delayed reactions, swagger or occasional staggers or sways.	Spills drinks, stumbles, trips, weaves, walks into objects, unable to stand unaided or sit straight.
Appearance	Tidy, clear eyes, alert.	Vacant or blank expression, smell of alcohol on breath, may look untidy.	Bloodshot eyes, eyes glazed, inability to focus, tired, asleep, dishevelled.
Behaviour	Behaving sensibly but may be more relaxed.	Overly friendly or withdrawn, inappropriate or risky actions, argumentative, annoying, fading attention, increased consumption rate.	Seriously inappropriate actions or language, aggressive, rude, belligerent, obnoxious behaviour affecting other customers.
	Monitor & serve responsibly	Intervene	Deny & remove

Intoxication definition

INTOXICATED means observably affected by alcohol, other drugs, or other substances (or a combination of two or all of those things) to such a degree that two or more of the following are evident: (a) appearance is affected; (b) behaviour is impaired; (c) coordination is impaired; (d) speech is impaired.

