**Alcohol Management Policy – On Campus Event Checklist**

This checklist should only be used for events where alcohol is to be served, sold or supplied by any means, and must be read in conjunction with the **“Event Safety Management Checklist and Event Safety Management Plan”** checklist found at <https://www.adelaide.edu.au/hr/hsw/handbook/events/>

**Prior to Event**

|  |  |
| --- | --- |
| Event Organiser appointed (student or staff member) |  |
| License Holder identified/appointed |  |
| Event venue confirmed and approval received Yes / No |  |
| Risk Assessment completed |  |
| Permission to serve alcohol submitted and approved |  |
| Approval from alcohol compliance officer (where event over 200 people; alcohol sold; non-campus caterer used; event outside or in temporary structure) |  |
| Alcohol Management Committee approval (events held outside with over 300 people expected) |  |
| Event license arranged / approved |  |
| Licensed venue |  |
| University Club |  |
| Special Circumstances License |  |
| Responsible Service of Alcohol arrangements |  |
| Responsible person(s) |  |
| Signage arranged |  |
| Advertising & sales conform to policy |  |
| Promotions comply with ABAC code |  |
| Excessive consumption not encouraged |  |
| Rapid consumption not encouraged |  |
| Minors not encouraged to drink  |  |
| Security arranged |  |
| Appropriate numbers (1 per 100 attendees) |  |
| Appropriate times agreed (security must be present for set-up and pack-up) |  |

**At Event**

|  |  |
| --- | --- |
| Event Organiser present at event |  |
| License Holder present at event |  |
| Drinks available |  |
| Alcohol quantities appropriate for venue, time and number of attendees |  |
| Water available |  |
| Non-alcoholic drinks available |  |
| Appropriate pricing for non-alcoholic drinks |  |
| Responsible Service of Alcohol arrangement |  |
| Responsible person(s) (RSA trained) present & identified |  |
| All servers over 18 |  |
| Servers not consuming alcohol |  |
| Signage re service of alcohol in place |  |
| Signage re transport options available/provided |  |
| No activities that encourage excessive or rapid consumption |  |
| Event fencing in place (if applicable) |  |
| Security in place for agreed times |  |
| Event (consumption of alcohol) starts and ends at agreed times |  |