

Event Alcohol Policy

1. Purpose and Scope

- 1.1. **The NZ National Fieldays Society** (“NZNFS”) and its related venue **Mystery Creek Events Centre** (“MCEC”) policy is to uphold best practice in all activities undertaken by our organisation. Alcohol impairs the judgement and coordination of staff and presents a health risk and a safety concern for events/functions, which requires responsible management.
- 1.2. This policy is to set out the principles, regulations and procedures relating to the supply and consumption of alcohol during the activities of the Society.
- 1.3. The Event Alcohol Policy applies to all staff, contractors, volunteers and visitors attending Society hosted activities/events/functions where alcohol may be available.
- 1.4. This Event Alcohol Policy sets out the requirements for external hirers and those utilising the MCEC who may have alcohol as part of their needs.

2. NZNFS/MCEC Requirements

- 2.1 An external hirer must utilise one of our licenced preferred catering suppliers for provision of food and beverage service; **or**
- 2.2 An external hirer may use a non-preferred caterer, but it should be one who is licenced to provide a food and beverage service; **or**
- 2.3 An external hirer should apply for a Special Licence for their event function via Waipa District Council (WDC).

3. Host Responsibilities

- 3.1. The Society shall actively promote and demonstrate its attitude to the responsible use of alcohol.
- 3.2. The organisers/staff/volunteers involved in any hosted event/function or activity at which alcohol is available are required to:
 - 3.2.1. Ensure alcohol is not supplied to intoxicated persons (see appendix 1);
 - 3.2.2. Discouraging the excessive or rapid consumption of alcohol;
 - 3.2.3. Provide alternatives to alcohol;
 - 3.2.4. Provision of substantial food;
 - 3.2.5. Ensure alcohol is not available/served to any individual under 18 years of age, unless by their parent or legal guardian;
 - 3.2.6. Provide a safe place for intoxicated people to sober up;
 - 3.2.7. Encouraging the provision and use of safe transport options at events where alcohol is available;
 - 3.2.8. Ensure any sale and/or provision of alcohol complies with the Act and with all relevant local regulations and by-laws, including obtaining necessary licences and engaging qualified managers where required;

- 3.2.9. Identify in the event Risk Management Plan that alcohol will be available during the activity, and detail the plan for its management;
- 3.2.10. Report promptly any alcohol-related incidents which occur during the activity, as part of the Risk Management incident register;

4. Licence Requirements – NZNFS

- 4.1. Factors that affect the need for a licence to serve alcohol at an NZNFS hosted workplace function/event include:
 - The size of the workplace
 - Whether the event/function is open to the public
 - Whether alcohol is supplied or sold
 - The requirements of local council policy
- 4.2. Where possible if a workplace function/event is of a more formal nature that has food service, NZNFS will utilise the licence of a preferred caterer to support the availability of alcohol i.e. annual awards.

5. Licence Requirements – External Hirer

- 5.1. The licensee of the event (the person named as holding the licence) has responsibility for ensuring the requirements of the Sale and Supply of Alcohol Act 2012 (the “Act”) are met.
- 5.2. Applications for a special licence must be lodged at least 20 working days before the day of the event, or for larger events at least 30 working days before the event. An exception to this is where the need for a licence could not be “reasonably foreseen” i.e. a funeral.
- 5.3. Applications will require details of Managers to be listed including their certificate information.
- 5.4. For many events, an Alcohol Management Plan (AMP) will be required before a specific licence application will be considered. An AMP should:
 - Be developed by the licence applicant, in consultation with regulatory agencies and other key stakeholders (e.g. ambulance, security, Society staff)
 - Be based on a pre-event risk assessment specific to the type of event
 - Integrate with other components of the event
 - Detail how the event will comply with the Sale and Supply of Alcohol Act 2012 and the conditions of the special licence.
- 5.5. If an external hirer makes an enquiry/special licence request to WDC and they deem that no special licence is required, then the hirer should provide evidence of this to NZNFS/MCEC, alongside a copy of the Hirer’s Alcohol Management Plan for NZNFS/MCEC to make consideration on the presence of alcohol.

6. Additional Information

- Sale and Supply of Alcohol Act 2012
- Health New Zealand (Te Whatu Ora) – Serving Alcohol Safely at Workplace Events

- [Alcohol Resources — Serving Alcohol SAFELY at Workplace Events](#)
- HS-03 Drug and Alcohol Policy

7. Policy Review

- 7.1. This policy will be reviewed as deemed appropriate by the Leadership Team, at least once every three years.
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Policy Number	HS-06-
Policy Group	Health & Safety
Ratified By	Taryn Storey
Date Ratified	3 April 2025
Review Date	3 April 2028

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.



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