

ALCOHOL MANAGEMENT AT EVENTS – CHECKLIST AND DECLARATION for UMSU-Affiliated Clubs & Societies and Student Theatre Groups

To be completed by all UMSU-affiliated Clubs & Societies and Student Theatre Groups (STGs) at least 2 weeks in advance of self-managed events involving alcohol.

This checklist is not required to be completed for events held in The Ida Bar or other managed licensed premises.

This checklist is made in compliance with:

- the UMSU Constitution and relevant UMSU policy
- C&S Regulations

Please complete all fields, sign the declaration and submit with your Standard Drinks Calculator via email to the relevant UMSU staff contact:

For Clubs & Societies: clubs@union.unimelb.edu.au

For STGs: uht@union.unimelb.edu.au

This form will be forwarded to University of Melbourne Security and/or Venue Management, as required.

APPLICANT DETAILS

(Tick one): UMSU-affiliated club: OR UMSU-affiliated STG:

Name of club/group (no abbreviations):

Name of designated event manager:

Designated event manager contact phone:

Designated event manager contact email:

EVENT DETAILS

Date of event:

Time start:

Time finish:

Venue:

Projected number of attendees:

General description of event (including any elements that may cause increased risk, e.g. jumping castle):

RESPONSIBLE SERVING OF ALCOHOL (RSA)

NOTE: Only RSA certified people may serve alcohol at your event.

- At least 2 RSA certified club members are required to oversee alcohol management and serve alcohol.
- For UMSU-affiliated clubs at least one must be an Executive member.
- For events with over 200 participants/attendees, at least 3 RSA certified members are required.

	Name & Position (if applicable)	RSA Certificate
RSA 1		
RSA 2		
RSA 3 (if applicable)		

CHECKLIST

Please read and initial the following compliance requirements to demonstrate your agreement.

If you have any questions or concerns, please contact the relevant UMSU event support staff:

	COMPLIANCE REQUIREMENT	SIGNED
1	The designated event supervisor will be present for the duration of the event and remain onsite at the event until all participants have departed and the venue is secure.	
2	The designated event supervisor and persons at this event: <ul style="list-style-type: none"> • serving alcohol • monitoring alcohol consumption and supply of alcohol • handling the set up/pack up and transport of equipment will NOT themselves consume alcohol during or immediately prior to the event.	
3	The event manager will keep hardcopies of this CHECKLIST and the VENUE BOOKING CONFIRMATION on hand during the event and present these on request to UMSU, University or Security staff.	
4	Event staff will encourage and model an appropriate standard of behavior for the safety and enjoyment of all event participants and other members of the University.	
5	The event manager will brief event staff on safe and appropriate means of managing difficult situations and unsafe behavior resulting from alcohol consumption at the event	
6	A charged mobile phone and relevant security, first aid and emergency contact numbers will be available at the event.	
7	The consumption of alcohol is an adjunct to, and not the focus of the event.	
8	Alcohol will NOT be sold at this event*.	
9	Paid membership is NOT a condition of attendance at this event.	

10	Only alcohol that has been approved by UMSU and purchased from The Ida Bar will be consumed at this event. No additional alcohol will be permitted.	
11	Alcohol will not be purchased for or consumed at this event that is in addition to alcohol approved by UMSU.	
12	Alcohol will not be served prior to the advertised event start time and service of alcohol will finish at least 15 minutes prior to the advertised event end time.	
13	Alcohol will only be consumed in the designated area for the event and not taken away from this area.	
14	Alcohol will not be served, either directly or indirectly, to a person under the age of 18.	
15	Alcohol will not be served to an intoxicated person.	
16	In the event that kegs are used, the people operating the kegs have undertaken training in safe handling of the kegging equipment and comply with Standard Operating Procedures for the operation of associated gas canisters.	
17	Water and/or other non- alcoholic drinks will be freely available and displayed as prominently as alcoholic drinks.	
18	Food that does not encourage excessive consumption of alcohol (i.e. food other than salty snacks) will be provided at the event.	
19	The event will not include any activity that encourages the excessive or inappropriate consumption of alcohol (e.g. drinking games, pub crawls, etc.).	

* Only clubs/STGs that have applied directly to the VCGLR and been granted a temporary liquor licence may sell alcohol at their events. If this applies to your club/STG please discuss directly with the relevant staff contact.

DECLARATION

As the designated event manager, I agree on behalf of my club/STG that all the above compliance requirements will be adhered to throughout our event and understand that there may be consequences and penalties if this does not occur.

Signed.....

Date.....

REVIEW AND AUTHORISATION

(To be completed by UMSU staff member.)

I have reviewed and approved service of alcohol at this event in accordance with this Checklist and Declaration and the Standard Drinks Calculator provided.

Signed.....

Date.....