



Alcohol on Campus Policy

Facilities Management Policy Group

1. Purpose:

This policy establishes a set of standards and protocols for the management of Social Gatherings held within the University Premises where alcohol is sold or supplied. The aims of this policy are:

- a) to ensure that Social Gatherings held on University Premises operate within the licensing requirements of the District Licensing Authority;
- b) to promote personal safety of all students, staff and other people whilst on University Premises; and
- c) to ensure the University's compliance with relevant legislation.

2. Organisational Scope:

This policy is University wide, and applies to all Social Gatherings held within University Premises. It also applies to other parties hiring or otherwise using the University's Premises.

3. Definitions:

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Licensed Staff Person: A member of staff who holds a current Duty Manager's licence issued by the District Licensing Authority of Wellington City Council, and who is employed by the Victoria Venues and Functions Centre (VVFC) or the Student Union.

Social Gathering: Events held on VUW premises, other than in a venue that is ordinarily licensed, in which alcohol is served.

University Premises: Venues within University owned or leased buildings, including recreational spaces.

Victoria Venue and Functions Centre (VVFC):

The business unit established to ensure all Events are managed in a manner consistent with the Events Management Procedures.

4. Policy Content and Guidelines:

The following rules will apply to all Social Gatherings:

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- (a) Victoria University must comply with all legislative requirements for the sale and/or supply of liquor. A guideline is attached as Appendix A, summarising the licensing obligations of the University.
 - (b) The Student Union and the Victoria Venues and Functions Centre hold VUW liquor licenses. No other VUW entity may obtain a liquor licence for University premises.
 - (c) No member of the Victoria University community may sell or supply liquor unless he/she meets the requirements of this policy.
 - (d) Any Social Gathering must be authorised by a Head of School or CSU.
 - (e) The Manager Student Union is to be notified at least five days prior to the event where at least one of the following applies:
 - (i) 10 or more people can be expected to attend, or
 - (ii) The period during when alcohol will be served can be expected to continue for more than two hours.Where there are Social Gatherings, which do not meet either (i) or (ii) above, food and non-alcoholic beverages must be supplied.
 - (f) Social Gatherings which are notified to the Manager Student Union under (d) above must be under the control and supervision of a Licensed Staff Person and a responsible member of the VUW Staff delegated by the Head of School or Central Service Unit.
 - (g) Where 4 (e) applies, the Alcohol Usage Form must be completed and submitted to the Manager Student Union using the form attached as Appendix B.
 - (h) The Manager Student Union shall be responsible for assessing and ensuring licensing requirements are met. Consideration shall be given to the [Conduct Policy](#), the [Student Conduct Statute](#) and the [Event Management Procedures](#).
 - (i) Details of the Social Gathering as defined under (e) (i) and (ii) above may be notified to:
 - (i) Campus Care; and
 - (ii) Health and Safety Co-ordinator
 - (j) The Director, Facilities Management, may at his/her absolute discretion, prohibit or cancel any Social Gathering where:
 - (i) The safety and security to persons attending the Social Gathering, or other people on University Premises is at risk, or
 - (ii) The safety and security of University property is compromised, or
 - (iii) This policy is not complied with.
 - (k) Failure of staff supervising the Social Gathering to exercise reasonable judgement regarding the organisation and management of a Social Gathering may constitute a breach of the [Conduct Policy](#).
 - (l) A member of the Senior Leadership Team (SLT), a Head of School, or a CSU Manager has the authority to terminate any Social Gathering if necessary to, in their view, prevent harm to any person or damage to University property. In the absence of an SLT member, authority may be delegated to a Licensed Staff Person, Campus Care staff or staff of the security contractor for this purpose.

5. References:

- [Sale of Liquor Act 1989 \(amended 1999\)](#)
- [Health and Safety in Employment Act 1992](#)
- [Conduct Policy](#)
- [Student Conduct Statute](#)
- [Event Management Procedures](#)

6. Appendices:

Included in this document:

- Appendix A: Licensing Obligations..... Pg 3
- Appendix B: Alcohol Usage Form Pg 6

7. Approval Agency:

Senior Leadership Team

8. Approval Dates:

- This policy was originally approved on: 9 Sept 2003
- This version was approved on: 25 June 2007
- This version takes effect from: 25 June 2007
- This policy will be reviewed by: 31 May 2009

9. Policy Sponsor:

Director, Facilities Management

10. Contact Person:

The following person may be approached on a routine basis in relation to this policy:

Rainsforth Dix
Manager Student Union
Ext 6713

APPENDIX A

Licensing Obligations

Licensing is an important element to consider when planning events. Under the Amended [Sale of Liquor Act \(1999\)](#) all events that involve the sale or supply of liquor need to be licensed. (Exceptions to this are noted below.)

There are 3 key components that must be fulfilled in order for an event to be licensed:

- Liquor Licence for the premises
- Licensed Duty Manager supervising the event
- A Host Responsibility Policy to ensure that the Act is not being compromised

The Victoria Venues and Functions Centre can assist with licensing issues by providing a licence that covers the event and a Duty Manager who is able to implement the Host Responsibility Policy.

What Licenses does VUW hold?

The Student Union holds 3 licenses for the University. Where any event requires a licence, a Licensed Staff Person (Duty Manager) from either the Student Union Complex or the VVFC can assist at the event. A licence cannot be issued or borrowed from either of these parties without a Duty Manager from either business unit being present. Both licenses entrust the Student Union in monitoring the consumption of alcohol anywhere on campus.

- **On Licenses (2 - Student Union Complex and Premise Bar)**

On licenses (includes BYO and licensed restaurants) permit the licence holder to sell and supply liquor for consumption on the premises to diners, anyone attending a function there, lodgers or any other adults of the legal age. This licence does not allow the licensee to sell alcohol for people to take off the premises. Nor does the licence allow customers to purchase alcohol and take it off the premises for consumption. The licence is for that particular area only.

- **Caterers Endorsed Off-Caterers Licence (Victoria Venues and Functions Centre)**

This licence allows caterers that have been granted this licence to provide alcohol anywhere where they are required to work. One of the conditions attached to this licence is that the function is not open to members of the public, so in essence this licence is to facilitate private functions where alcohol is intended to be consumed at a venue that does not have a liquor licence in force. In most cases this licence does not allow for cash bars. However, the University licence does allow this with some conditions attached.

- **BYO Licence**

The University does not hold a BYO licence.

Commonly Asked Questions

“Can my School or Business Unit provide our own alcohol?”

A: Yes, Schools and Business Units can provide their own alcohol for each event as long as a Licensed Staff Person is responsible for the environment and supply of alcohol. However,

alcohol must be under the control of the licensee (VVFC) and will remain the property of the licensee.

“Why do I need a Licensed Staff Person?”

A Licensed Staff Person is licensed by the District Licensing Authority and holds a Duty Manager’s certificate. Having a Duty Manager supervising a Social Gathering protects the University, staff, students and guests from fines incurred by breaching the [Sale of Liquor Act \(1999\)](#). All fines are personal. Persons supervising an environment where alcohol is being supplied are personally liable. The following table summarises the fines:

Sale or supply to minors (s.155)	Fine up to \$10,000 and or suspend the licence for up to 7 days. Managers may be fined up to \$10,000.
Sale or supply to intoxicated person (s.166)	Fine up to \$10,000 and or suspend the licence for up to seven days. Managers may be fined up to \$10,000.
Allowing a person to become intoxicated (s.167)	Fine up to \$10,000 and or suspend the licence for up to seven days. Managers may be fined up to \$10,000.
Unauthorised sale or supply (s.165)	Licensee may incur a fine up to \$20,000, and or suspend the licence for up to seven days. Manager may be fined up to \$20,000.
Excessive consumption of alcohol (s.154a)	Manager and or licensee fined up to \$5,000.

What is the Host Responsibility? Who holds it? Why is it required?

A: A Host Responsibility Policy is a document, which outlines the strategies to ensure any event is conducted in a responsible and safe manner. The policy runs concomitant with a liquor licence. The Student Union and the VVFC hold the licenses and have associated policies. The key components are:

- Provision and promotion of food and non/low alcoholic beverages,
- Service alcohol with care and responsibility,
- Responsible approaches to dealing with intoxicated and underage persons, and
- Arrangements for safe transport options.

When do I not need a liquor licence?

A: A liquor licence is not needed where:

- A school or business unit is having casual drinks for staff, where there is a defined group of people who work together having a glass or two after work hours. *NB: If staff drinks are a regular practice then a licence is required.*
- When the number of people attending a function is less than 10 and the organiser is only providing one or two drinks per person within a 60-minute period.

APPENDIX B



Alcohol Usage Application Form

(a) Must be completed and returned to Vic Venues:

11. General Information	
Name of the event	
Dates of Event	
Set up time:	
Start Time	
Beverage service times	
Finish Time	
Venue	
Venue Booked through:	Room Bookings: <input type="checkbox"/> Vic Venues: <input type="checkbox"/>
Organisers Name	
Organiser attending the event	
Organisation/Department	
Address	
Direct Dial Telephone Number	
Email	
Purpose of the Event	
General order of event (Proposed running schedule)	

12. Beverage Service	
Number of Delegates	
Caterer servicing event	Name: <input type="checkbox"/> Person Responsible for delivery and clean up: <input type="checkbox"/>
Beverage Service	CASH BAR <input type="checkbox"/> FUNCTION SERVICE (Account sent after event) <input type="checkbox"/>
Compulsory Duty Manager:	BAR SERVICE ONLY: 80-120 1 EXTRA BAR STAFF 121-250 2 EXTRA BAR STAFF 251-450 3 EXTRA BAR STAFF \$25.00 p/hr Minimum of 3 hours (Includes equipment pick up, transport to venue and clean up for all bar staff)
Glassware Hire	TRAY SERVICE ONLY: 30-70 1 EXTRA BAR STAFF 71-100 2 EXTRA BAR STAFF 101-150 3 EXTRA BAR STAFF \$20.00 P/HR per staff member Minimum of 3 hours
	VV to provide <input type="checkbox"/> Free with VV beverage order up to 150pax Client to provide own <input type="checkbox"/> Hired Glassware <input type="checkbox"/> Events over 150pax will require hired glassware. Prices upon application

Beverage Order Required (Must include non-alcoholic beverages)		
Is cleaning require arranged for after the event?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Contact Person:

13. Security and Safety:		
Will escape route be kept clear?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
Are people with disabilities attending?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
Is disable access available for the selected venue?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
Are people assigned to look after people with disabilities in an emergency?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
Does the event require security?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
List any security access requirements		
Who is contracted to do security?		
Will there be loud noise /music at the event?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
List action taken to minimize noise nuisance		

14. Financials	
Who will be paying the invoice?	Company Name:
	Postal Address:
	Contact Person
Cost centre & Account code	

14.1.1

14.1.2

14.1.3 Signature _____

Date _____