

HOST RESPONSIBILITY PLAN



The Hurunui District Council requires a written Host Responsibility Plan for all functions held on Council Property where alcohol is being consumed and a **special licence has not been granted**. (A special licence would be required if alcohol was being sold at the event, or is included within the entry of ticket price for the event).

Please forward the completed form to:

Hurunui District Council
PO Box 13
Amberley

or email: licensing@hurunui.govt.nz

EVENT DETAILS

Name of organiser: _____

Contact telephone number: _____

Name of Council Hall hired: _____

What is the occasion or event (e.g. Wedding, 21st, etc): _____

Date of the occasion or event: _____

Start time and finish time of event: _____

Entry arrangements (e.g. tickets/invitation/membership, etc): _____

Numbers expected: _____

Ages of those attending: _____

Details of any entertainment (e.g. band, time booked, etc): _____

HOST RESPONSIBILITY

(a) What provision do you have for the supply of:

(i) Food? Please note that being a good host, and normal practice now dictates, that food is continuously available. A range of snack style food such as savouries, sandwiches, pizzas, etc is recommended.

Type: _____

Provided by: _____

(ii) Non-alcoholic refreshments? A selection of non-alcoholic refreshments including water should be available and easily accessible at all times: _____

(b) What strategies do you have in place to ensure that your guests get home safely from your function? E.g. make a telephone readily available to arrange sober transport, provide a courtesy van, or operate a designated driver scheme? _____

(c) What steps do you propose to take aim at promoting the responsible consumption of alcohol? E.g. Supervised bar, non-alcoholic drinks to designated drivers, free water, limited amount for BYO? _____

(d) What strategies will you have in place to deal with potentially intoxicated persons? i.e. will you offer soft drinks, tea, coffee. How will you slow then down? Who has the authority to ask guests to leave?

