

Non-profit fundraising events: alcohol, safety and event management

A HELPFUL PLANNING GUIDE



A joint initiative of the Office of Liquor and Gaming Regulation and Queensland Police Service.

Foreword

The Queensland Government is committed to reducing red tape and regulation for our community and non-profit groups. From 1 July 2013, community liquor permits for eligible non-profit groups holding low-risk fundraising events are no longer required.

Well-run, successful community events can provide a range of social, economic and cultural benefits to the community. As participation in community events has become part of modern life, in both urban and rural settings, there is an expectation that events will be enjoyable, well organised and safe. These events can form an important aspect of a non-profit group's fundraising program.

Removing the requirement to hold a community liquor permit is just one way that the Queensland Government is giving control and responsibility back to Queenslanders, rather than insisting on compliance with overly prescriptive regulation.

You are the organisers—and you know what will work best for you. This is about the Government getting out of your way and letting you run a safe and enjoyable event.

We have prepared this planning guide in case you need some assistance when organising your event. It will help you to think about all the aspects of an event from planning and consulting with your venue's neighbours, to providing adequate food, drinking water, toilets, first aid, lighting and security, and of course, ensuring responsible service of alcohol. All of these factors will vary according to the nature and size of your event, but it helps to think about them beforehand.

I wish you all the best for your fundraising event.



The Honourable Jarrod Bleijie MP
Attorney-General and Minister for Justice

July 2013

Are we exempt?

There are certain criteria that your organisation must meet before it can hold an event without a community liquor permit.

- ☐ The organisation is a non-proprietary club. The income of a non-proprietary club is only used to promote some object or for social purposes, and is not distributed to its members. This would normally include organisations such as Parent and Citizens (P&C) Associations and Parents and Friends (P&F) Associations.
- ☐ Neither the organisation, nor an executive officer, within the five years immediately before the event, has been convicted of an offence under any of the following provisions of the *Liquor Act 1992*—
 - section 155A (Prohibition on sale of alcohol to a minor)
 - section 156 (Alcohol prohibited to be sold, supplied or consumed by minors and unduly intoxicated or disorderly persons)
 - section 156A (Irresponsible supply of alcohol to a minor at a private place etc.), or
 - section 169 (Not to sell alcohol without a licence or permit).
- ☐ Neither the organisation, nor an executive officer, has been given a non-compliance notice under section 14C of the Liquor Act, within the six months immediately before the event.
- ☐ For an organisation, or an executive officer, that is a licensee or permittee, neither the organisation, nor an executive officer, has, within the five years immediately before the event—
 - been given a written notice for an urgent suspension of the entity's or executive officer's licence under section 137C of the Liquor Act
 - been convicted of an offence under section 148A(2) or (4) of the Liquor Act, or
 - breached a condition of a licence or permit issued under the Liquor Act relating to minimising alcohol-related disturbances, or public disorder, in a locality.
- ☐ The organisation is not a criminal organisation under the *Criminal Organisation Act 2009*.

- ☐ Neither the organisation, nor an executive officer, is disqualified from holding a licence under the Liquor Act.

There are also certain criteria that your organisation's event must satisfy.

- ☐ The event is a one-off event that starts and ends on the same day (although small regional shows can run for up to three consecutive days and still be exempt from requiring a community liquor permit).
- ☐ All the net proceeds from the sale of alcohol will be used for the benefit of the community.
- ☐ The sale of alcohol will be secondary to the fundraising event.
- ☐ Alcohol will only be sold between 7am and 12 midnight, and for a period of time not exceeding a total of eight hours (or 14 hours for small regional shows).
- ☐ Alcohol will only be sold in open containers for consumption at the event.
- ☐ Alcohol can only be sold by an adult. The sale of alcohol by a minor is not permitted.
- ☐ You will ensure that the sale of alcohol does not create an unsafe environment at the event. Allowing a clearly intoxicated person to remain at the event is an example of creating an unsafe environment.
- ☐ The alcohol will be sold at the event in a manner that does not encourage rapid or excessive consumption.
- ☐ The alcohol will not be sold at the event to a person who is a minor, unduly intoxicated or disorderly.
- ☐ The alcohol will not be sold on Christmas Day, Good Friday or before 1pm on Anzac Day.
- ☐ The event will not be held at a premises with a liquor licence or permit. If you want to use a licensed premises, the licensee can apply to temporarily suspend their licence to allow your event to proceed.

If you engage in the sale of alcohol, but are not exempt from holding a community liquor permit because you have not satisfied one or more of the above criteria, significant penalties can apply.

If you have any questions about whether you are exempt from holding a community liquor permit, please contact us on 13 QGOV (13 74 68).

Event details

List the basic details of your event.

| Event details | | |
|---|-------------------------|------------------|
| Name of event | | |
| Date of event | | |
| Length of event | Start | Finish |
| Venue | | |
| Address | | |
| Nature of venue (Hall, stadium, school, etc) | | |
| Capacity of venue | | |
| Required set up time (fit-out) | Start | Finish |
| Required time to return to original condition (retro-fit) | Start | Finish |
| Event organiser | | |
| Event organiser | | |
| Organisation | | |
| Address | | |
| Contacts | Work Mobile Email | Home |
| Contact(s) during the event | Name Name | Mobile Mobile |
| Description of the event | | |
| Describe the event (What is the main attraction or purpose of the event?) | | |
| List the types of entertainment being provided | | |

| Patron details | |
|--|---|
| Who is the target audience? (Families, 18-25 year olds, etc) | |
| Estimate the total patron attendance | |
| Patron age details (estimate) | 0–12 years <input type="text"/> % of total attendance 25–40 years <input type="text"/> % of total attendance 12–18 years <input type="text"/> % of total attendance 40–55 years <input type="text"/> % of total attendance 18–25 years <input type="text"/> % of total attendance 55+ years <input type="text"/> % of total attendance |
| Event registration | |
| Have you registered your event with the Queensland Police Service? | <input type="checkbox"/> Yes <input type="checkbox"/> No (Go to www.police.qld.gov.au/eventsafe) |
| Police contact | |
| Name | |
| Station | |
| District | |
| Telephone | |
| Email | |
| Public liability | |
| Have you investigated public liability and duty of care issues and obtained appropriate insurance? | <input type="checkbox"/> No <input type="checkbox"/> Yes—event is underwritten by: |
| Name of insurer | |
| Address | |
| Telephone | |
| Value of insurance policy | |
| Policy number | |

Consultation with key stakeholders

It is essential that events are developed and reviewed in consultation with key stakeholders. These include your venue's neighbours, the police and other emergency services, local council and providers of any services you plan to engage such as equipment hire, food and beverage service, security providers and cleaners.

Alcohol must not be consumed in a public place that is owned or controlled by a local council, unless the local council has approved through a permit, or has designated a public place where alcohol may be consumed (otherwise known as a wet area). Therefore, it is important you consult with the local council if you intend to hold your event in a public park or a similar public facility.

| Consultation register | | |
|--|--------------|-----------|
| List the names of individuals and organisations you have consulted with in planning this event | | |
| Stakeholder | Contact name | Telephone |
| Queensland Police Service | | |
| Local council | | |
| Queensland Ambulance Service | | |
| St John Ambulance | | |
| Queensland Fire and Rescue Service | | |
| Venue neighbours | | |
| Equipment hire company | | |
| Security company | | |
| Department of Transport and Main Roads | | |
| Bus company | | |
| Taxi company | | |
| Media | | |
| Local hotels | | |
| Local businesses | | |
| Beverage supply company | | |
| Food supply company | | |
| Other service providers | | |

| Meetings | |
|---|---|
| When will a planning meeting (before the event) be conducted with the key stakeholders? | <div>Date</div> <div>Time</div> <div>Venue</div> |
| When will a briefing (immediately before the event) be conducted with the key stakeholders? | <div>Date</div> <div>Time</div> <div>Venue</div> |
| When will a debriefing (after the event) be conducted with the key stakeholders? | <div>Date</div> <div>Time</div> <div>Venue</div> |
| Will records or minutes of these meetings be available? | <input type="checkbox"/> Yes <input type="checkbox"/> No If available, contact person |
| Consultation log | |
| What is the process for recording the contact with various stakeholders? | |

Planning for the event

The selection and design of the venue will have a significant impact on all components of event planning and on the overall safety and success of the event. Depending on the size of your event, you may also need to consider ticketing, advertising, transport options and patron amenities.

Producing a map or site plan can be extremely useful. It can be used to ensure that amenities are properly located, to help in setting up the event and to direct emergency or security personnel around the site.

In the selection of a venue, have you considered the following?

- ☐ services and utilities available on site
- ☐ movement of people within the site
- ☐ crowd regulation and overspill areas
- ☐ access to site for patrons
- ☐ access to site for emergency vehicles
- ☐ hazards in and around the area
- ☐ potential impact on the local environment
- ☐ road access in wet weather
- ☐ traffic flows/parking
- ☐ provision for disabled people
- ☐ specific approval required for use of the venue for the event (i.e. local council venues, public parks, school grounds)
- ☐ agreement of key stakeholders on selection of site/venue.

| Selection of a venue | |
|--|--|
| Do you have appropriate approval from the land owner? (e.g. local council, school principal, parent and citizens association) | |
| Describe any modifications or special temporary structures being added to the venue for this event. | |
| In what way will access to the site need to be modified for the duration of the event? (e.g. road closures) | |
| Event promotion and ticketing | |
| What is the focus or purpose of the fundraising event? (e.g. family fun, sporting contest, musical entertainment) | |
| How is this explained in the promotion and publicity for the event? | |
| Where is the event to be publicised and promoted? (e.g. radio, poster, print media, social media) | |
| Does the event promotion and publicity reinforce messages about safe drinking practices? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you considered including any of the following messages in promotional and publicity material? (Tick all messages included) | <input type="checkbox"/> Bags and eskies may be searched or restricted <input type="checkbox"/> Don't drink and drive <input type="checkbox"/> Glass containers are not permitted <input type="checkbox"/> Public transport will be available <input type="checkbox"/> Organise a designated driver <input type="checkbox"/> People who are unduly intoxicated will not be served alcohol <input type="checkbox"/> Water will be freely available <input type="checkbox"/> Look out for your friends and family <input type="checkbox"/> 'Wet' and 'dry' areas are both available <input type="checkbox"/> Go to a 'chill-out' or rest area for help <input type="checkbox"/> ID will be required to purchase alcohol <input type="checkbox"/> BYO alcohol is not permitted |

| Event promotion and ticketing continued | |
|---|--|
| What is the ticketing process for the event? (e.g. tickets at gate, pre-sold tickets, no tickets required) | |
| What important event details are provided on the ticket? (e.g. alcohol availability, patron behaviour expectations) | |
| What is to be included in the price of the ticket? (e.g. parking, food) | |

Have you considered?

Clear and appropriate signs can inform and direct patrons to parking, entrance conditions, first aid services, toilet facilities and rules relating to the serving and consumption of alcohol.

Have you made appropriate signage for:

- ☐ parking
- ☐ entrance conditions
- ☐ first aid services
- ☐ toilet facilities
- ☐ rules relating to the serving and consumption of alcohol.

| Signage | | | |
|---|--|------------------------------|-----------------------------|
| Does the event signage reinforce messages about safe drinking practices? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Transport | | | |
| Has a public transport plan been developed for the efficient movement of patrons? | Before event | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Name | | |
| | Organisation | | |
| | During event | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Name | | |
| | Organisation | | |
| | After event | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Name | | |
| | Organisation | | |

| | |
|--|--|
| Provide details of parking available at the venue. | |
| What is the transport contingency plan if the event is cancelled? | |
| What is the transport contingency plan if the event's finish time is delayed? | |
| Noise | |
| List the provisions you have made to minimise and monitor the level of noise. | |
| Have neighbours been notified about the event? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Weather | |
| Detail the contingency plans in case of bad weather. | |
| Information booth and communication | |
| Will an information booth or ticket office be clearly identified and available to patrons at the event? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Outline the systems and technologies that event staff, security and emergency service personnel will use to communicate with each other. | |
| Food | |
| Are high-quality, affordable and accessible food stalls available to patrons in the different venue areas? (including alcohol consumption areas) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| What types of food will be available? (e.g. fast food, snacks, meals) | |

| Water | |
|--|--|
| Is drinking water available (free of charge) to all patrons attending the event? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the location of water clearly signposted and marked on maps? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Lighting and power | |
| Has certification for lighting and power been obtained through the local authority? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the provision of lighting and power cater for emergencies? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Toilets | |
| What is the expected number of patrons? | |
| How many toilets will be provided? | <input type="text"/> Male <input type="text"/> Female <input type="text"/> Disabled |
| Entry and exit details | |
| Have event staff, security, police, transport authorities, taxi companies, local hotels and food outlets been informed of patron exit times? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Complete the checklist to ensure entrance and exit arrangements provide the following: | <input type="checkbox"/> Provide for supervision, marshalling and directing crowds <input type="checkbox"/> Provide exit and escape routes <input type="checkbox"/> Provide access for emergency services <input type="checkbox"/> Have access for wheelchairs <input type="checkbox"/> Separate walking and vehicular traffic <input type="checkbox"/> Stagger entry times by providing supporting activities and entertainment <input type="checkbox"/> Keep entries clear of all other activities <input type="checkbox"/> Ensure barriers, fences, gates and turnstiles are suitable and sufficient <input type="checkbox"/> Locate ticket sales and ticket pick-up points in line with, but away from, entrances <input type="checkbox"/> Provide sufficient and well-trained staff <input type="checkbox"/> Ensure the control points for searches to exclude prohibited items such as glass, metal containers and weapons are in place and do not impede crowd movement <input type="checkbox"/> Provide a secure area for the storage of confiscated goods <input type="checkbox"/> Check placement and function of exit signs |

Site plan

Ensure that your site plan clearly shows the location of:

- | | |
|---|--|
| <input type="checkbox"/> The surrounding area | <input type="checkbox"/> All entrances and exits |
| <input type="checkbox"/> Emergency access routes | <input type="checkbox"/> Paths used by vehicles |
| <input type="checkbox"/> Paths for pedestrians only | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Stage location | <input type="checkbox"/> Eating arrangements |
| <input type="checkbox"/> Entertainment sites | <input type="checkbox"/> Security and police locations |
| <input type="checkbox"/> First aid posts | <input type="checkbox"/> 'Chill out' areas (safe, quiet, rest areas) |
| <input type="checkbox"/> Lost kids/property | <input type="checkbox"/> Drinking water sites |
| <input type="checkbox"/> Food/vendors/stalls | <input type="checkbox"/> Alcohol outlets |
| <input type="checkbox"/> Alcohol consumption areas | <input type="checkbox"/> Non-alcohol (dry) areas |
| <input type="checkbox"/> Toilet facilities | <input type="checkbox"/> Communication centre/command post |
| <input type="checkbox"/> Fire extinguishers | <input type="checkbox"/> Refuse containers |
| <input type="checkbox"/> Public telephones | <input type="checkbox"/> Media points (TV and radio) |

Health and safety issues

Event organisers should consider security in relation to cash security, asset protection, crowd management and community safety. The availability of first aid services is also critical. A small number of event staff can also be assigned to identify and assist patrons who may be unduly intoxicated or otherwise require assistance. Ensure that fire safety equipment (exit signs, emergency lighting, fire extinguishers, fire hose reels, etc) are in proper working order and in an easily accessible area.

Health and safety permits

What are the health and safety permits required by the local council? (Contact your local council for more information)

List any other permits required or obtained for this event.

Security

Has a security firm been contracted?

- ☐ Yes Company
Principal
Licence details
Number of personnel
- ☐ No Describe security arrangements

| Security continued | |
|---|--|
| Event security will | Commence at Conclude at |
| When will debriefing involving all security personnel be held? | Date before event Date after event |
| What security arrangements have been made for: | Cash Asset protection Crowd management Prohibited items screening |
| Will an incident register be maintained? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| First aid and emergency medical services | |
| Who is supplying the first aid service? | Start time Finish time |
| | Number of first aid personnel |
| | Number of first aid posts |
| What arrangements have been made with the Queensland Ambulance Service for critical emergency response, access to the venue and transportation of patients to hospital? | |
| Emergency procedures | |
| What is the process to ensure that all event staff, security staff, police and emergency services will be informed of the emergency evacuation plan? | |
| Who is the nominated person to authorise evacuation? | |
| Contact during the event | Phone Mobile |
| Will emergency tools be strategically located throughout the venue? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Management of alcohol

Event organisers should make certain that alcohol is served responsibly. Ensure that you have a sufficient number of bar staff to cater for the number of patrons you are expecting. Alcohol can only be served by adults, to adults. Minors can not work behind the bar, and may not be served or provided with alcohol. Severe penalties apply for serving alcohol to minors. We recommend that events do not allow for BYO alcohol.

Trading hours

The exemption from having a community liquor permit only applies at a fundraising event if:

- the alcohol is sold between 7am and midnight, and
- the alcohol is sold during a period not exceeding eight hours.

If you wish to sell and supply alcohol outside of these trading hours the relevant permits will be required from the Office of Liquor and Gaming Regulation, and may include a requirement for consent from local police.

Small regional shows may sell alcohol between 7am and midnight, for periods of up to 14 hours at a time, and may run for up to three consecutive days.

A 'small regional show' is:

- a show or exhibition that is conducted by a member society of the Queensland Chamber of Agricultural Societies and is the society's primary annual event, and
- the estimated number of members of the public expected to attend the show or exhibition does not exceed 2000 per day.

| Service of alcohol | |
|---|---|
| Will alcohol be available at the event? | <input type="checkbox"/> No—Alcohol will not be served <input type="checkbox"/> Yes—BYO alcohol will be allowed to be consumed at the event, and/or <input type="checkbox"/> Yes—Alcohol will be sold or supplied at the event. |
| Responsible service of alcohol | |
| How will you tell patrons about alcohol, including that alcohol will not be served to minors and intoxicated patrons? | <input type="checkbox"/> Event publicity <input type="checkbox"/> Ticketing <input type="checkbox"/> Signage <input type="checkbox"/> Other |
| How will you inform event personnel, especially bar and security staff, of their responsibilities in relation to the responsible service of alcohol and the penalties for offences committed? | |
| How many bar staff/volunteers do you intend to have? | |

| Responsible service of alcohol continued | |
|--|--|
| How many of your bar staff/ volunteers have Responsible Service of Alcohol training? | |
| What is the expected number of patrons? | |
| What is the ratio of bar staff/ volunteers to patrons? | |
| BYO alcohol | |
| Has the matter of BYO alcohol been discussed with the organising committee and other stakeholders? | <input type="checkbox"/> Yes <input type="checkbox"/> No Comments |
| Minors | |
| How will under-age patrons be identified? | |
| Beverage options | |
| What types of alcoholic and non-alcoholic drinks will be available at the event and what will be the pricing structure? | |
| Beverage containers | |
| What type of containers will be used to serve drinks? | |
| Trading hours | |
| What are the proposed alcohol trading hours? To be exempt from requiring a community liquor permit, alcohol can only be sold between 7am and 12 midnight for a period of up to eight hours, or 14 hours for a small regional show. | Fundraising events |
| | Day 1 to |
| | Small regional show |
| | Day 1 to |
| | Day 2 to |
| Day 3 to | |

| Alcohol consumption areas | |
|--|--|
| How many alcohol dispensing and consumption areas will be available? | <p>Dispensing areas</p> <p>Consumption areas</p> |
| How will the boundaries of consumption areas be defined? | |

Compile a file

There are many important documents which must be kept for legal and insurance purposes. Keep your receipts, correspondence and any approval or permit documents.

| Keeping documents and information | |
|---|--|
| Has a filing system been established? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Who is responsible for maintaining the event file? | |
| Documents to be kept | |
| Complete the following checklist to ensure that all records are included in the file. | |
| <input type="checkbox"/> Event plan <input type="checkbox"/> Stakeholder contacts <input type="checkbox"/> Sponsorship letters <input type="checkbox"/> Inward correspondence (including faxes and emails) <input type="checkbox"/> Outward correspondence (including faxes and emails) <input type="checkbox"/> File notes of telephone conversations <input type="checkbox"/> Site plan/map <input type="checkbox"/> Promotional material—posters, flyers <input type="checkbox"/> Contracts <input type="checkbox"/> Employment records <input type="checkbox"/> Records of incidents that occurred during the event | <input type="checkbox"/> Details of committee members <input type="checkbox"/> Record of meetings <input type="checkbox"/> Emergency plan <input type="checkbox"/> Event program <input type="checkbox"/> Tickets <input type="checkbox"/> Media releases <input type="checkbox"/> Press articles, TV <input type="checkbox"/> Logos <input type="checkbox"/> Accounts <input type="checkbox"/> Quotes for services or products |

