

Safer Celebrations

A planning guide for event managers

2. General considerations

2.1 Police contact

Name	
Station	
Local Area Commands:	
Telephone/mobile:	
Fax	
Email	

2.2 Liquor licence

Details regarding the management of alcohol consumption are outlined in Section 6.

Will alcohol be available at the event?

- No- alcohol will not be consumed at the event; OR
- Yes- BYO alcohol will be allowed to be consumed at the event; OR
- Yes- alcohol will be sold or supplied at the event and a liquor licence is required

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Will an application be lodged with the Liquor Licensing Court?

Yes

No

Licence type: _____

Office: _____

Contact name: _____

No: _____

Who will be the holder of the licence? _____

Licensee/Organisation: _____

Address: _____

Telephone: _____

Nominee: _____

Fax: _____

Contact during the event: _____

Telephone: _____

Mobile: _____

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2.3 Public liability

Have you investigated public liability and duty of care issues and obtained appropriate insurance?

Yes- event is underwritten by: _____

Name of company: _____

Address: _____

Telephone: _____

Value: \$ _____

Policy Number: _____

No: _____

2.4 Health and safety permits

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

Has a permit been granted to use the venue?

Yes:

No:

List any other permits required or obtained for this event:
