

Application for the consumption of alcohol on TRI premises



Please complete all sections of this document and then submit the **original form** to the TRI Events team for approval processing. A member of the TRI Events team will confirm the outcome of your application once it has been processed.

Part 1 – Complete all fields

Event name:	
Today's date:	
*On-site Event Manager/s:	
Your position title:	
Your organisation:	
Email:	
Mobile and phone:	
Date/s & Time/s of event:	
† I have determined the requirements for a Queensland liquor licence for this event to be:	Check one: <input type="checkbox"/> Required → please attach a copy <input type="checkbox"/> Exempt
I have completed Part 2 over page, and calculated the overall risk category for this event to be:	Check one: <input type="checkbox"/> Low <input type="checkbox"/> Medium → please complete Part 3 <input type="checkbox"/> High → please complete Part 3

* The on-site event manager is the person/s that will ensure the requirements outlined in the license/permit (if required) and TRI's policy are followed. This person must attend the event from start to finish and not be impaired by alcohol during the event.

† See <http://www.business.qld.gov.au/industry/liquor-gaming/liquor/liquor-wine-licensing/licence-permit-applications>

I [print full name] _____ have read the attached **Consumption and non-sale of alcohol during events held on TRI premises policy** and completed the risk assessment (Part 2) to the best of my knowledge.

On-site Event Manager:	Institute Director/ Company CEO:
Print Name: _____	Print Name: _____
Signed: _____	Signed: _____
Date: ____/____/____	Date: ____/____/____

TRI COO/CEO:	
Print Name: _____	Signed: _____
Date: ____/____/____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

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Part 2 – Complete the table

This table forms part of your application to consume alcohol on TRI premises, and is to be completed prior to any event taking place that involves the serving of alcohol.

The purpose of this form is to determine the general risk factors for your event by selecting a low, medium, or high rating for each of the event criteria. The average of these risk factors gives one of three overall risk categories for the event: low, medium, or high.

- For an event that is calculated as an **overall medium risk**, strategies must be put in place to reduce the level of risk and you must list them on the page over.
- For an event that is calculated as an **overall high risk**, you must complete the TRI/your own risk assessment and submit with this application.
- **For each line item**, please indicate by **checking/ticking which scenario best describes your event**.
- One or more criteria which have a rating of high can raise the overall risk of the event to high. Please submit this form as part of your application.
- If you have any medium or high risk areas, please ensure that you complete Part 3 of this form.

Criteria	Low Risk Event	Medium Risk Event	High Risk Event
Type of alcohol	<input type="checkbox"/> Non-alcoholic beverages served, light beer only, no spirits.	<input type="checkbox"/> Non-alcoholic beverages served, full strength beer as well as light beer and wine.	<input type="checkbox"/> Full strength and light beer, wine, spirits and water.
Food	<input type="checkbox"/> Two/three course meal served near start of event.	<input type="checkbox"/> Food (dips, cheese, crackers etc) available ½ hour before alcohol available.	<input type="checkbox"/> No food or only salty food (chips/nuts).
Supervision	<input type="checkbox"/> Dedicated supervision.	<input type="checkbox"/> Part time supervision.	<input type="checkbox"/> No supervision.
Length of event	<input type="checkbox"/> Less than two hours	<input type="checkbox"/> Between two and four hours.	<input type="checkbox"/> More than four hours.
Bar staff	<input type="checkbox"/> Responsible Service of Alcohol accredited paid staff.	<input type="checkbox"/> Combination of paid staff and volunteers (Responsible Service of Alcohol accredited and non-accredited).	<input type="checkbox"/> Self-serve or volunteers (non-accredited), BYO.
Type of activity	<input type="checkbox"/> Low key	<input type="checkbox"/> Special occasion	<input type="checkbox"/> Party (end of year, Melbourne Cup)
Accessibility	<input type="checkbox"/> Majority can walk, get taxis or use public transport.	<input type="checkbox"/> Majority must drive, taxis and public transport available.	<input type="checkbox"/> Everyone must drive, no public transport.
Mobility of event	<input type="checkbox"/> Event starts and finishes in one location.	<input type="checkbox"/> Events starts in one place then people are encouraged to move to another location.	<input type="checkbox"/> Pub crawl type event, three or more locations.
Crowd mix	<input type="checkbox"/> Broad age mix.	<input type="checkbox"/> People in 20's-30's.	<input type="checkbox"/> People in 18 – 25s
Number of People	<input type="checkbox"/> Less than 50.	<input type="checkbox"/> 50-100.	<input type="checkbox"/> More than 100.
Underage present	<input type="checkbox"/> None	<input type="checkbox"/> Limited number	<input type="checkbox"/> More than 20% of attendees.

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Part 3 – Attachment for medium and high risk events. If any of the criteria in Part 2 of this form have been classified as medium or high risk, please complete this section.

Outline in the following table the strategies you have put in place to minimise risk.

Description of Hazards/Risks	Risk Level	Control Measures (Note: if only Administration or PPE controls are used, please explain why.)
Other details:		

Please note, if your event is calculated as a high risk, you will be asked to complete and submit the full TRI risk assessment or your own organisations risk assessment.

Consumption and non-sale of alcohol during events held on TRI premises policy

TRI recognises that the provision of alcohol is appropriate for some events. TRI is committed to a safe, healthy and productive workplace for all employees and guests. If alcohol is to be consumed, TRI advocates the responsible use and consumption of it and expects this through compliance to this policy. Please note this policy is not intended to take away an individual's own responsibility with regard to the use of alcohol when on TRI premises.

The possession, use, or distribution of alcoholic beverages on TRI premises is allowed only with prior approval of TRI COO/CEO. This approval can be obtained by completing the application form included in this policy.

Please note the sale of alcoholic beverages on TRI premises is prohibited.

Who does this policy apply to?

This policy applies to all organisers and persons attending events, functions or gatherings held on TRI premises.

Responsibilities of the event owner

There is increasing government and community awareness of the legal responsibilities of event managers, specifically in relation to duty of care, negligence and workplace health and safety issues. For events held at TRI, event owners need to be aware of these responsibilities and ensure that event management plans account for the health, safety and comfort of event patrons and staff to minimise the disruption and harm caused to the community. By completing a detailed event management plan, event owners are indicating the event has been properly organised and the event owner has considered all his/her responsibilities. An example of an event plan has been developed by the Office of Liquor and Gaming Regulation and can be used to assist in this process.

http://www.olgr.qld.gov.au/_data/assets/pdf_file/0015/264030/event-management-planning-guide.pdf

When organising an event at TRI please note the following:

- TRI is not responsible for the behaviour of any guests at an event held on TRI premises and will not be held liable for any injury incurred by a guest or for any damage done to TRI premises or equipment. **The event owner will be responsible for any incidents that occur on TRI premises.**
- All individual/s associated with an event are required to comply with this policy at all times whilst on TRI premises.
- The event owner is responsible for informing TRI Management (coo@tri.edu.au) if they believe this policy is not being or has not been followed.

A license, such as a Community Liquor Permit, may be required to be obtained by the event owner where alcohol is served at an event. It is the responsibility of the event owner to determine if this is necessary, the type of permit required and to complete the required paperwork. For example, an application for a Community Liquor Permit must be lodged at least 21 days in advance and be accompanied by an application fee. For more information about licensing requirements, visit the

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Queensland Office of Liquor and Gaming Regulation

<http://www.olgr.qld.gov.au/liquor/licensing/index.shtml> or phone 13 QGOV (13 74 68).

If an event at TRI requires a liquor license or permit, a copy of that license/permit and a risk assessment must be provided to TRI before the event is confirmed. A template for this can be provided if requested.

Complying with this policy

TRI is committed to ensuring the consumption of alcohol on TRI premises is in accordance with relevant federal and state laws and any relevant TRI policies and guidelines.

Alcohol may be consumed at approved functions in the function areas on the second floor of the TRI building and other areas (other floors, lecture theatres, offices) **with specific permission** from TRI. However, alcohol for consumption must never be stored or consumed in laboratories or other PC2 areas.

At least one on site event manager must be nominated for each event to ensure the requirements outlined in the license/permit (if a license/permit is required) and this policy are followed. This person must attend the event from start to finish and not be impaired by alcohol during the event. There should also be an adequate number of event staff on hand to undertake the required duties, including selling and serving non-alcoholic beverages and food, serving alcohol, monitoring the behaviour of guests and cleaning up rubbish. Staff who are serving alcohol are not permitted to consume alcohol immediately before or during the event.

If more than 50 people are expected to attend a function, TRI may, at its absolute discretion, appoint one or more TRI representatives or security personnel to attend the function at the event owner's cost to protect TRI interests. It is the responsibility of the event owner to assess the proposed risk of the function.

TRI reserves the right to disallow any function involving the consumption of alcohol to proceed, including before or during an event. In such circumstances it is the responsibility of the event manager to ensure that service of alcohol stops immediately and guests leave TRI's premises in an orderly manner.

Responsible Service of Alcohol

The provision of alcohol in a responsible and controlled manner is a legislative requirement of the [Liquor Act 1992](#). Event owners and anyone involved in the provision of alcohol at an event may be liable under the Act should it be proven that alcohol was served irresponsibly or in a manner contrary to the Act resulted in harm.

Underage or intoxicated guests

Under the Act, it is an offence to sell liquor to, supply liquor to, allow liquor to be supplied to or consumed by a person who is under 18 years of age, or who is unduly intoxicated or disorderly.

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Before serving a guest, staff/volunteers should ensure that the person is 18 years or older. If there is any doubt, staff must request identification.

Requirements for food and beverage options

When alcohol is served at functions, low alcohol and non-alcoholic drinks such as water and soft drink must also be provided. Event owners are also strongly encouraged to provide food if alcohol is being sold or served as eating while drinking slows the absorption of alcohol in the body. Also, guests may drink less if food is available. Foods that are high in salt should be avoided, as these foods increase the thirst reflex and could encourage more alcohol consumption.

Event staff should be equipped with sufficient knowledge to provide guests with information about the alcoholic beverages available at the event. This information should include the type of drinks available, the strength of each drink and standard drink details.

Monitoring guests for intoxication

Event staff should also monitor the alcohol consumption levels and drinking patterns of guests for early signs of intoxication. Appropriate action should be taken if intoxication is detected, including the provision of free drinking water and non-alcoholic beverages, offering food, and assisting the affected guest to safely leave the premise with at least one friend. Event owners and their staff/volunteers should avoid letting an alcohol affected guest get into a taxi alone.

Transport

While transport is not the sole responsibility of an Event Manager, it is recommended that some consideration be given to how guests will safely get home from the event, particularly if they have been drinking alcohol. Strategies could include: event staff being able to call for a taxi for guests; having an information stand with public transport information and a telephone for guests to call a taxi; or hiring a mini-bus (depending on the size and nature of the event). If guests are likely to walk home or catch a taxi to another venue following the event, they should be encouraged to do so in groups.