

Guidelines for student functions



General

1. All functions, at which alcohol is to be served, must be registered with the University Proctor, not less than 7 days prior to the event.
2. A liquor licence must be obtained from the D.C.C. (allow 20 working days) if unlicensed premises are used for the sale of alcohol. ("Sale" includes cash over the counter, a ticket system, and a door entry fee.)
3. Substantial food must be available (potato chips and nuts are not sufficient)*
4. Non-alcoholic beverages must also be available.*
5. People attending the function may not carry alcohol onto or off the function site.*
6. Alcohol must not be served to persons who are, or appear to be, intoxicated.*
7. The drinking of alcohol shall not be the focus of an event.

Publicity

1. Advertising for events shall not contain visual representations of foaming mugs, beer cans, kegs, or other scenes that only promote alcohol.
2. All publicity must state that photographic age identification is required to determine whether persons may gain entry to an event or purchase or consume alcohol.
3. All advertising must conform to national guidelines and University Policy. Publicity that promotes excessive or unlimited consumption of alcohol, e.g. "Drink 'til you drown", is not allowed for on-or off-campus events.*

Security

1. For larger events, appropriate security personnel should be present to assist in the management of these regulations.*
2. Generally a minimum of two security personnel are required. However, depending on the nature of the event, additional or fewer security personnel may be required as determined by the Proctor/venue owner.
3. Responsibilities of security personnel may include checking identification, monitoring the perimeter of the alcohol permit, and handling disturbances.

Identification

1. Organisers must check the identification of all persons seeking admittance to the event.
2. Acceptable forms of photographic and age identification are (1) a valid New Zealand drivers licence, (2) a Pub Card or (3) a Passport. A University of Otago I.D. Card may be an added requirement.
3. The organisers are responsible for placing marks or devices on persons who have been checked to distinguish those who are permitted to purchase and consume alcohol from those who may not.

* Required by Sale and Supply of Alcohol Act 2012