

Alcohol Management Plan: Hirer Responsibility

This plan is to be used to support the **NMIT Alcohol at Functions on NMIT Campus Policy**. It does not negate the legal requirements to hold a Special Licence as outlined by [Nelson City Council](#), [Tasman District Council](#) or [Marlborough District Council](#). This plan supports the Safety, Health and Wellbeing of guests through providing clear planning for safe and responsible drinking.

If there is **no charge** for alcohol, no koha requested or the alcohol is not included in the price of the admission ticket, then no special licence is required. In these cases, NMIT expects the [Alcohol at Functions on NMIT Campus](#) policy to be followed to ensure a safe drinking environment.

The Sale and Supply of Alcohol Act 2012 requires that:

- No alcohol be sold or supplied to people under 18
- No alcohol be sold or supplied to intoxicated people
- Low alcoholic drinks to be available
- A reasonable range of non-alcoholic refreshments and food be provided (at reasonable cost)
- Help with and information about transport to be available
- People under the age of 18 years must be accompanied by a parent, spouse or guardian

NMIT reserves the right to deny the service of alcohol at any event. Any event that is greater than **Low Risk** will require the hirer to apply for a Special Licence as per local council requirements. NOTE: 'Host' refers to hirer. Please note that you will need to allow *at least 20 working days* for your Special Licence to be processed by the Council. ***Please book in advance.***

Please complete the following form to ensure Safe Host practices. Refer to venuehire@nmit.ac.nz for assistance in completing this form.

Name of Hirer	
Date of Event	
Nature of Event	
Approximate Number of Guests	
Guest Arrival Time and Departure Time	
Space allocated on our Nelson Campus	
Person in Charge (must be present for the duration of the event and takes responsibility of all points included in this document)	<i>Please sign here</i> to accept responsibility for the safe and responsible provision of alcohol at this event
For Office Use Only	
NMIT Chief Executive's (or delegate) authorisation	<i>Signature and Date</i>

Host Responsibility Assurance of All Precautions Taken

Full name and date of birth of any person serving alcohol at the event <i>Note NMIT do not support any person under the age of 20, or with a criminal conviction, or with a matter currently before the Alcohol Regulatory and Licensing Authority serving alcohol. Any person serving alcohol cannot be consuming alcohol.</i>	
Where will alcohol be served from?	
What times will alcohol be available from?	
Where will water be served from?	
What alcoholic beverages will be available?	
What low alcoholic beverages will be available?	
Will minors (under 18) be present at the event?	Yes/No
What precautions will be taken to ensure minors are not served alcohol?	
What food will be available on the night?	
What alternative transport will be available for guests? Eg taxi	
Are there any other precautions that will be taken to ensure the safety of your guests?	
Signage	I will provide and display the following signage: • Manager in charge • Water Station • Alternative transport, eg taxi • Safe Host-No intoxication • Safe Host-No service to minors • Other (please specify)