



## General information

To apply for approval from the City of Nedlands to consume alcohol on Council premises, the following documents are to be read, completed and returned to the City at least four working weeks prior to the event date:

- a. Consume alcohol on Council premises information sheet
- b. Consume alcohol on Council premises application
- c. Consume alcohol on Council premises conditions of approval

## Police

The individual or group applying to the City of Nedlands must advise the WA police of their alcohol application at least two weeks prior to the event. Local police details have been provided below:

- a. For Dalkeith, Swanbourne and Mt Claremont suburbs, please advise Cottesloe police on (08)9286 7777
- b. For Nedlands suburbs, please advise Subiaco police on 08 9388 2053.
- c. For Floreat suburbs, please advise Wembley police on 08 9214 7100.

For large events held within the City of Nedlands, you are required to advise the WA police service public events department on 08 9222 1036.



## Application

### Contact details

Organisation name \_\_\_\_\_

Title  Mr  Miss  Mrs  Ms  Other \_\_\_\_\_

Name \_\_\_\_\_

Street address \_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Fax \_\_\_\_\_

### Event details

Name of event \_\_\_\_\_

Type \_\_\_\_\_

Venue \_\_\_\_\_

Date \_\_\_\_\_

Day \_\_\_\_\_

Year \_\_\_\_\_

Start time \_\_\_\_\_

End time \_\_\_\_\_

Attendance number \_\_\_\_\_

I \_\_\_\_\_,

Event coordinator name

request permission from the City of Nedlands to consume alcohol on Council premises.

Type of alcohol being served  Full strength beer 4.8%  Mid strength beer under 4.8%  
 Wine or champagne  Spirits  
 BYO  Other, please specify \_\_\_\_\_

Type of non alcoholic drinks being served  Soft drink  Fruit juice  Water

### Declaration

I have read and understood the attached conditions of approval and agree to abide by them and take full responsibility for the above event. I confirm that the information contained within this form is correct to the best of my knowledge.

Event coordinator or licensee name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## **Conditions of approval**

The City of Nedlands is a member of the Western Accord and is obliged to ensure the responsible service and consumption of alcohol on Council facilities and reserves. The following conditions will apply to any event at which alcohol is to be served or consumed including the consumption and supply of liquor or BYO function.

### **Promotion**

The event coordinator or licensee will discourage any activity that could lead to excessive consumption of alcohol such as drinking competitions. Any promotion of alcohol should be discouraged if the promotion involves excessive or rapid consumption of alcohol.

### **Time restrictions**

The serving of alcohol on Council premises must cease by 1.00am seven days a week, every day of the year. Operating times of floodlights on Council reserves are between 7.00am and 10.00pm for outdoor night events.

### **Reason for event**

The availability of alcohol at the event is to be ancillary to the event and not the reason for the event.

### **Food**

Food is to be available during the entire event. Please contact the City's Health department on 08 9273 3500 regarding event food storage and preparation.

### **Non and low alcoholic drinks**

Non alcoholic drinks are to be provided for the event such as soft drink and water. Low alcoholic drinks must be available for the entire event. If low alcoholic drinks are being sold, prices must reflect the alcoholic content. Staff are to provide spirits in standard full (30ml) or half full (15ml) nip measurements.

### **Staff training**

The event coordinator or licensee will ensure that staff will not serve liquor to juveniles. Staff will require patrons to display photographic identification at the time of service if they believe the patron is under the age of 18 years. If the patron cannot display photo identification stating that they are over the age of 18 then staff may refuse to serve them alcohol. Acceptable proof of age identification has been provided below:

1. Current Australian driver's licence containing a photograph
2. Current passport
3. Proof of age card

Staff are required to monitor the alcohol consumption of patrons and be alert for signs of excessive consumption.

The event coordinator or licensee will ensure that staff will not serve alcohol to anyone in a state of drunkenness.



### **Access to the licensed area**

If no satisfactory proof of age is presented, then access to the licensed area will be denied unless a responsible adult accompanies the person onto the licensed area. A responsible adult is an adult who is a parent, step parent, spouse or legal guardian of the juvenile or other parents in loco parentis to the juvenile.

### **Glassware**

The use of glassware is not permitted on Council premises. The event coordinator or licensee is required to provide alcohol in unsealed containers such as opened cans and disposable cups.

### **Patron security**

The security and safety of patrons on Council premises is the responsibility of the event coordinator or licensee. The event coordinator or licensee is also responsible for controlling disorderly behaviour and noise generated on and around Council premises as well as the conduct of patrons which is unduly offensive, annoying, disturbing or inconvenient to people who reside or work in the vicinity. WA police recommend that there should be one security personnel per 100 patrons at an event.

### **Complaint procedure**

When a complaint is received the following procedure is to occur:

1. The event coordinator or licensee should write down the details of the complainant and the situation that occurred,
2. The event coordinator or licensee shall take the appropriate steps at the time of the incident to resolve the situation if possible,
3. If not the event coordinator or licensee will forward all written complainant details, with a copy of the event coordinators or licensees written documentation of the situation to the City by the next working day.

### **Upholding of existing City of Nedlands lease conditions**

If your organisation or group has a lease with the City, the event coordinator or licensee must abide by any conditions associated with the service and or selling of alcohol contained within the lease.

### **Clean up**

On completion of the function, all rubbish is to be removed from the Council premise. In cases where the premises are left in an unsatisfactory condition a cleaning fee may be deducted from the bond.