

FOR FURTHER INFORMATION:

OCCASIONAL LICENCES

Department of Racing, Gaming and Liquor

Phone: (08) 9425 1888

Country Callers: 1800 634 541

www.orgl.wa.gov.au

WA POLICE SERVICE

WA Police Service Party Register form

www.police.wa.gov.au/whatsnew/pdf/party_safe_web.pdf

Dial 000 for life threatening emergencies

For Police attendance: (08) 9222 1111

To contact your nearest police station:
131 444

www.police.wa.gov.au

ALCOHOL AND DRUG INFORMATION SERVICE

To talk to someone about alcohol or drinking call the confidential Alcohol and Drug Information Service

Phone: (08) 9442 5000

Country Callers: 1800 198 024

Let's work together to keep alcohol under control.
Visit www.enoughis-enough.com.au

**ENOUGH
IS
ENOUGH**



**YOUR
PARTY
YOUR
RESPONSIBILITY**

**LET'S GET
IT RIGHT**



GOOD PARTIES

DON'T JUST HAPPEN,

THEY ARE THE RESULT OF GOOD IDEAS

AND GOOD PREPARATION.

YOU AND YOUR GUESTS WILL

HAVE A BETTER TIME IF YOU TAKE

RESPONSIBILITY FOR THE WAY

ALCOHOL IS MADE AVAILABLE AND

CREATE A SAFER ENVIRONMENT

FOR YOUR GUESTS.

AS A HOST, YOU HAVE A DUTY-OF-CARE

FOR THE SAFETY AND WELLBEING OF

YOUR GUESTS.

THIS MEANS THAT YOU COULD BE

HELD PARTLY OR FULLY RESPONSIBLE

FOR SOMETHING THAT HAPPENS TO

ONE OF YOUR GUESTS AS A RESULT OF

EXCESSIVE ALCOHOL CONSUMPTION

AT YOUR PARTY.

THERE ARE SOME TIPS YOU SHOULD

CONSIDER *BEFORE, DURING* AND

AFTER YOUR PARTY TO ENSURE

EVERYONE HAS A GOOD TIME AND

STAYS SAFE.

THINGS YOU SHOULD CONSIDER BEFORE YOUR PARTY:

INVITATIONS

- > Decide on an appropriate venue by considering:
 - the number of guests you wish to invite
 - transport options to and from the party
 - safety issues (if guests will be drinking try to avoid hazardous venues such as boats, or near swimming pools or high traffic areas).
- > Invite guests by sending out formal invitations. Discourage the open house impression by writing the guest's name on the invitation and noting that it is an 'invitation only' party. Ensure that start and finish times are clear.

TRANSPORT

- > Encourage guests to avoid driving to the venue if they know they will be drinking.
- > Suggest that your guests nominate a skipper, or organise lifts to and from the party.
- > If the party is at your house let guests know they can sleep over if they need to.
- > Find out what the local taxi numbers are and have them on hand. You could even consider pre-ordering taxis to arrive at the finishing time.

FOOD

- > Provide plenty of food, not just nuts and chips, and plan to make it available throughout the party.
- > Have adequate bins available for any rubbish. It will help you with the clean up the next day!

DRINKS

- > Decide how alcohol will be served, if at all. You will have greater control over how much alcohol your guests drink if you supply all the drinks, however this may not be possible.
- > If you supply alcohol and charge an entry fee at your party, even to cover catering, entertainment or other costs, then you need to apply for an Occasional Licence through the Department of Racing, Gaming and Liquor. You must apply 14 days beforehand.
- > If you are supplying alcohol, ensure low and non-alcoholic drinks are available.
- > Organise a variety of non-alcoholic alternatives such as water, soft drinks, tea/coffee etc.
- > Make it easy for guests to keep track of how much they are drinking by providing standard size drinking containers and use plastic instead of glass.
- > It is an offence to supply or permit the sale or supply of alcohol to a person under the age of 18 years on a regulated premises. The young person will also be committing an offence.

ENTERTAINMENT

- > Think about the entertainment and plan party activities that don't involve drinking as the main focus.

ASSISTANCE

- > Inform your neighbours about the party. They are less likely to complain if they are prepared.
- > Think about what sort of assistance you will need to host the party and recruit friends or family members to help you out.
- > Arrange to have someone serve the alcohol and monitor amounts of alcohol consumed and levels of intoxication.
- > Have a plan for handling gate-crashers such as having only one entry point and having someone reliable on the door to let guests in and check invitations.
- > Organise to have someone such as a friend or relative supervise and be responsible for security. If it is a large party, it may be appropriate to consider hiring a registered crowd controller (security).
- > Have someone to contact in case the party gets out of hand such as a neighbour or family member.
- > Register your party with the WA Police Service Party Register so Police can provide an efficient response to any call for assistance. Plan to call Police on 9222 1111 as soon as any trouble starts or 000 for urgent assistance.

**AS A HOST, YOU HAVE THE RESPONSIBILITY
TO ENSURE A GOOD TIME FOR YOURSELF
AND EVERYONE ELSE AND PREVENT YOUR
GUESTS DRINKING SO MUCH THAT THEY
EMBARRASS OR HURT THEMSELVES
AND OTHERS, OR CAUSE DAMAGE
TO YOUR PROPERTY.**

THINGS YOU SHOULD CONSIDER DURING YOUR PARTY:

SKIPPERS

- > Find out who the skippers are at the party and help them to make sure they remain sober enough to drive by providing them with plenty of non-alcoholic refreshments.

FOOD

- > Provide food early on in the party. People are less likely to get drunk and feel bad the next day if they have a full stomach to begin with.
- > Ensure a sufficient supply of food throughout the party and offer food around to guests as well as leaving food out on tables. Make sure your guests know they can help themselves to the food.

DRINKS

- > Keep a clear head yourself by staying in control of your drinking.
- > Make non-alcoholic refreshments available and offer these to your guests throughout the party.
- > Put jugs of water or soft drinks on tables near guests to encourage them to alternate their alcoholic drinks with non-alcoholic drinks.
- > Let guests pour their own drinks. Do not go around serving alcoholic drinks or topping up glasses and discourage other guests from doing this.

LOOK AFTER YOUR FRIENDS

- > Keep an eye on your guests, particularly any inexperienced drinkers. If someone is getting drunk, get them to slow down their drinking and offer them non-alcoholic drinks. If they are drunk get them to sit down so they don't hurt themselves or disturb others.
- > While you shouldn't encourage underage drinking, if young people choose to drink keep an eye on their consumption and ensure they are being responsible.

It is extremely important to remember that if you allow the consumption of alcohol at your party by any guest under the age of 18 years you have a duty-of-care and there may be severe repercussions for you if they become sick or injured or injure someone else.

- > If someone has passed out, **don't panic**. Find out if they are unconscious by gently shaking the person to see if they respond. If they respond, have someone stay with them to ensure they are okay. If they don't respond, place the person on their side and check their airway, breathing and pulse.

Call an ambulance if they are not conscious and have someone who knows first aid to administer Expired Air Resuscitation (EAR) and / or Cardio Pulmonary Resuscitation (CPR). Remain with them until an ambulance arrives.

- > Do not leave anyone who is intoxicated or unconscious on their own.

THINGS YOU SHOULD CONSIDER AFTER YOUR PARTY:

SAFETY

- > Remove any safety hazards that may occur during the night (such as mopping up spilled drinks straight away).

NOISE

- > Maintain a reasonably moderate level of music and noise. Be considerate to your neighbours and reduce volume levels after midnight.
- > Wind-up the party by turning down the music. Remove alcoholic drinks an hour before the end and serve other non-alcoholic refreshments.

GET GUESTS HOME SAFELY

- > Make sure your guests get home safely.
- > If a guest has had too much to drink, arrange a lift, call a taxi or have them stay over.
- > If your friends try and drive home drunk, make every effort to stop them. They will thank you for it the next day.

CLEAN UP

- > Clean up any mess in your street such as broken glass or rubbish.
- > Report any property damage to police.

**BY BEING RESPONSIBLE, YOU ARE DOING
YOUR BEST TO MAKE SURE THAT PROBLEMS
FOR YOUR GUESTS AND YOURSELF
CAN BE AVOIDED.**

**REMEMBER, YOU MAY BE LIABLE FOR
WHAT YOUR GUESTS DO DURING OR
AFTER THEY LEAVE YOUR PARTY.**