

Sale of Alcohol Policy.

Policy:	Sale of Alcohol Policy
Organisation:	New Plymouth Operatic Society
Last Update:	October 2022
Review Date:	October 2023

Background

These guidelines have been developed to assist members in the sale and service of alcohol at the NPOS rooms, and at NPOS functions.

Our Society is committed to the responsible service and consumption of alcohol. This alcohol policy outlines the Societies expectations of behaviour for all members, volunteers, heads of department, parents and guests.

In becoming a member, you agree to abide by this policy and understand that any breaches of the approved service of alcohol or inappropriate behaviour that results from excessive consumption of alcohol will result in the Society taking action.

Application

This policy applies to all NPOS members, Board members, Heads of Department, Independent Contractors, interested parties, guests and participating volunteers involved in our productions.

Purpose

The purpose of this policy is to:

- Provide guidance and requirements for and operation of the NPOS bar facilities located onsite at the NPOS Rooms, 72-76 King Street
- Set out the accountabilities and responsibilities of NPOS members, volunteers and contractors in relation to sale, supply and consumption of alcohol at the NPOS Rooms

Patronage

All NPOS members and current show company are welcome to the bar area when in operation. Accompanied visitors are allowed but need to be introduced to the President or a Board Member as soon as it is practical to do so.

The Bar Manager, President or any Board Member may refuse entry to the Bar Area.

Venue Hire

- Hire of the venue can be applied for through the office or email office@npos.co.nz
- Any hire is at the discretion of the board.
- Consideration will only be given to financial members or groups that have an association with New Plymouth Operatic.

Required Signage

The following is required to be displayed around the Bar area:

- Current Liquor Licence
- Duty Manager
- Alcohol will not be served to minors
- No ID, No Service, No Exceptions
- Alcohol will not be served to anyone who is intoxicated

Serving Alcohol

The guidelines for serving alcohol are to ensure the safety and well-being of every person that attends the Society premises. Alcohol will be served in accordance with the Society's values and requirements of the Society's liquor licence, which includes but is not limited to:

- Alcohol will only be consumed in licensed areas
- Alcohol will only be served in standard drink measures
- An Approved Manager will be on duty when the bar is open
- Free drinking water will be provided when the bar is open
- Persons aged under 18 will not be allowed behind the bar under any circumstances

Sale of Liquor Hours

- The bar will only be operated in accordance with the terms of the liquor licence, including hours of operation (Monday – Sunday 10am-2am)
- Once the bar is closed by 2am, we are permitted to have an additional period of up to 30 minutes for guests and members to finish their drinks and depart the rooms. Under our liquor licence the rooms must be fully locked down and closed by 2.30am
- We are not permitted to sell alcohol on Good Friday, Easter Sunday, Christmas Day or before 1pm on Anzac Day

Underage drinking

- No alcohol will be sold or supplied to a person aged under 18
- Only one of the following approved forms of photographic ID will be accepted
 - Current New Zealand Driver's Licence with a photograph
 - Current Passport
 - Proof of Age Card
- Staff will request proof of age of any person they believe to be aged under 25 as stated in our liquor licence
- Under 18-year olds are permitted onsite while the bar is in operation, but must not consume alcohol unless they are accompanied by a parent, or legal guardian
- No Alcohol is permitted to be purchased by those over 18 years of age, and then provided to those under 18 years of age, unless they are their parent or legal guardian

Intoxicated Patrons

- Intoxicated persons are not permitted to enter the premises
- Alcohol will not be served to any person who is intoxicated
- Signs of intoxication include slurred speech, impaired balance, poor coordination, reduced inhibition, becoming aggressive or belligerent, and exhibiting inappropriate behaviour and it is reasonable in the circumstances to believe that the impairment results from the consumption of alcohol
- Bar staff will follow standard procedures for dealing with and refusing alcohol to intoxicated patrons, this includes refusing to serve alcohol to any patron they believe is becoming intoxicated
- Approved Manager on duty will not overrule a decision made by bar staff to refuse service to a patron
- Patrons will not supply alcohol to any other person who is intoxicated or who has been refused service by bar staff
- Intoxicated patrons will be asked to leave the Society premises

Safe transport

- Approved manager/bar staff will encourage all patrons to take safe transport home
- Taxi and Dial a Driver phone numbers will be displayed in the Society Rooms

Promoting the Responsible Consumption of Alcohol

- No alcohol advertising will appear anywhere on the premises
- Consider options other than alcohol to be used as prizes/awards
- Food will be made available while the bar is open
- Low or non-alcohol drinks available
- No advertising, promotion or serving of alcohol at junior events
- The Society will provide alcohol-free social events for young people and families
- The Society will pursue non-alcohol revenue sources
- The Society will not endorse any celebrations, functions or end of season events that involve excessive consumption of alcohol

Low and Non-alcoholic Drinks

- Under NPOS's liquor licence we must have available for consumption on the premises at all times when the bar is open, a reasonable range of low and non-alcoholic refreshments
- Provision and supply of complimentary water must available at all times the bar is in operation

Bar staff

- A minimum of two staff are to have formal managers qualifications and training
- NPOS will recruit and provide opportunity for members to become trained bar managers
- All other bar helpers/volunteers must take a formal induction held by NPOS and attend regular team meetings and coaching

Responsibilities of Patrons

- Consume alcohol responsibly at the Society, all Society functions and away trips
- Do not arrive at a rehearsal, performance or other Society activity or event under the influence of alcohol
- Do not bring alcohol to the Society rooms
- Do not consume alcohol if you are aged under 18, unless accompanied by a parent or legal guardian
- Do not supply alcohol to intoxicated members or guests or anyone aged under 18
- Do not encourage others to drink excessively or take part in bonding activities that involve excessive consumption of alcohol
- Do not spike another person's drink

Whilst the Society will undertake to educate members, board members, heads of department, independent contractors about the alcohol policy through promotion in Society newsletters, website / social media sites and within the Society walls, it is the responsibility of each individual to access and abide by this information.

Complaints

- Complaints about any aspects of the sale and supply of alcohol or behaviour of members and guests while consuming alcohol on NPOS premises should, in the first instance, be reported to the Duty Manager
- Any formal complaints should be addressed to New Plymouth Operatic in writing to office@npos.co.nz
- NPOS undertakes to treat all complains confidentially and with respect
- An acknowledgement of receipt will be made to the complainant immediately on receipt of the complaint
- NPOS endeavours to investigate any complaints objectively and in a timely manner and reply formally in writing and confidentially to the complainant within 2 weeks of the complaint being received

Last updated: October 2022

Next review: October 2023