



# Northern Territory Police Force

## A Planning Guide for Event Managers

# Alcohol, Safety and Event Management

HOW TO USE THIS GUIDE	
<b>READ</b>	all the information provided and be aware of the importance of planning events well in advance and in partnership with all stakeholders.
<b>COMPLETE</b>	the questions and checklists by working through each item and filling in the details of the event.
<b>TEAR OUT</b>	the completed question and answer section which now forms your Event Management Plan.
<b>PHOTOCOPY</b>	the Event Management Plan for distribution.
<b>DISTRIBUTE</b>	copies to all stakeholders and include a copy of the Event Management Plan in all permit applications.
<b>FILE</b>	the original Event Management Plan for future reference.
<b>TICK</b>	off the checklist at the back of the guide to ensure all aspects of the planning have been completed.

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Northern Territory Police Force

# Section A

## Preliminary Advice to Conduct a Major Public Event



As part of the planning process for a major public event there is a need to lodge notice with various authorities as early as possible. Preliminary advice will ensure that important stakeholders are included early in the planning stages and that authorities can provide the best possible support.

**COMPLETE** Section A - Preliminary advice to conduct a major public event

**COMPLETE** Section B - Event Management Plan and forward to key stakeholders at least three months before the event

**PHOTOCOPY** the advice (Section A) for stakeholders

- FORWARD** copies to:
- Events and Emergency Management Unit
  - local police
  - Licensing NT
  - local government/council office
  - manager of proposed venue

**SECTION A – PRELIMINARY ADVICE TO CONDUCT A MAJOR PUBLIC EVENT (THIS SECTION MUST BE COMPLETED)**

**Name of the event:**

**Date of the event:**  **Proposed venue:**

**Event manager's name:**  **Organisation name:**

**Address:**

**Telephone:**  **Mobile:**  **Fax:**

**Target audience:**  **Expected number of patrons:**

**Description of the event:**


**Alcohol to be supplied at the event:**  Yes  No  BYO

**Signed:**  **Date:**

# Section B

## The Event Management Plan



**1. Event Details**

- 1.1 Event details
- 1.2 Event Manager
- 1.3 Description of the event
- 1.4 Patron details

**2. General Considerations**

- 2.1 Event details
- 2.2 Liquor licence
- 2.3 Public liability
- 2.4 Health and safety permits

**3. CONSULTATION WITH KEY STAKEHOLDERS**

- 3.1 Consultation register
- 3.2 Planning meeting
- 3.3 Briefing — before event
- 3.4 Debriefing — after event
- 3.5 Consultation log

**4. PLANNING FOR THE EVENT**

- 4.1 Selection of a venue
- 4.2 Site plan
- 4.3 Event promotion and ticketing
- 4.4 Signage
- 4.5 Transport
- 4.6 Noise
- 4.7 Weather
- 4.8 Information centre and communication
- 4.9 Food
- 4.10 Water
- 4.11 Lighting and power
- 4.12 Toilets
- 4.13 Entry and exit details
- 4.14 Traffic Management Plan

**5. HEALTH & SAFETY ISSUES**

- 5.1 Security
- 5.2 First aid and emergency medical services
- 5.3 Emergency procedures

**6. MANAGEMENT OF ALCOHOL**

- 6.1 Permit conditions
- 6.2 BYO and non-BYO events
- 6.3 Responsible service of alcohol
- 6.4 Minors
- 6.5 Beverage options
- 6.6 Beverage containers
- 6.7 Trading hours
- 6.8 Alcohol consumption areas

**7. COMPILE A FILE**

- 7.1 Keeping documents and information
- 7.2 Documents to be kept

**SECTION B – THE EVENT MANAGEMENT PLAN**  
*(THIS SECTION MUST BE COMPLETED)*

<b>Event:</b>	
<b>Date:</b>	
<b>Event Manager:</b>	

**TO BE COMPLETED BY THE EVENT MANAGER**

I, \_\_\_\_\_  
*(Event manager's name)*

of \_\_\_\_\_  
*(Name of organisation)*

**declare that I have read and understood  
A Planning Guide for Event Managers  
and the information I have provided forms the  
Event Management Plan for:**

\_\_\_\_\_ *(Name of event)*

**to be held on** \_\_\_\_\_  
*(Date of event)*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Section B

## 1. Event Details

### 1.1 EVENT DETAILS

Name of the event:							
Date of the event:		To:					
Venue:							
Address:							
Nature of venue:		Capacity of venue:					
Day 1 - time	Start:	Finish:		Day 5 - time	Start:	Finish:	
Day 2 - time	Start:	Finish:		Day 6 - time	Start:	Finish:	
Day 3 - time	Start:	Finish:		Day 7 - time	Start:	Finish:	
Day 4 - time	Start:	Finish:					
Required set up time (bump in)				Start:		Finish:	
Required time to return to original condition (bump out)				Start:		Finish:	

### 1.2 EVENT MANAGER

Event manager:							
Organisation:							
Address:							
Telephone (work):		Telephone (Home):					
Email:		Mobile:		Fax:			
Contact during the event:							
Telephone:		Mobile:					

### 1.3 DESCRIPTION OF THE EVENT

Describe the event (What is the main attraction or purpose of the event?)


List details of the type of entertainment being provided


### 1.4 PATRON DETAILS

Who is the target audience?

Estimate the total patron attendance:

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Patron age details (estimate):

0-12 yrs <input type="checkbox"/> % of total attendance	18-25 yrs <input type="checkbox"/> % of total attendance	40-55 yrs <input type="checkbox"/> % of total attendance
12-18 yrs <input type="checkbox"/> % of total attendance	25-40 yrs <input type="checkbox"/> % of total attendance	55+ yrs <input type="checkbox"/> % of total attendance

# Section B

## 2. General Considerations



### 2.1 POLICE CONTACT

Name:			
Station:			
Region:			
Telephone:		Fax:	

### 2.2 LIQUOR LICENCE

Will alcohol be available at the event?

- NO** - Alcohol will not be served or consumed at the event; **or**
- YES** - BYO alcohol will be allowed to be consumed at the event; **or**
- YES** - Alcohol will be sold or supplied at the event and a permit is required.

Will an application for a Liquor Licence be lodged with Licensing NT?

<input type="checkbox"/> YES	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Permit type:</td> <td></td> </tr> <tr> <td>Office:</td> <td></td> </tr> <tr> <td>Contact name:</td> <td></td> </tr> </table>	Permit type:		Office:		Contact name:		<input type="checkbox"/> NO
Permit type:								
Office:								
Contact name:								

Who will be the holder of the permit or approval?

Licensee/organisation:		Nominee:	
Address:			
Telephone:		Fax:	

Contact during the event:

Telephone:		Mobile:	
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### 2.3 PUBLIC LIABILITY

Have you investigated public liability and duty of care issues and obtained appropriate insurance?

<input type="checkbox"/> YES - Event is underwritten by:	<input type="checkbox"/> NO												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Name of company:</td> <td colspan="3"></td> </tr> <tr> <td>Address:</td> <td colspan="3"></td> </tr> <tr> <td>Telephone:</td> <td style="width: 20%;">Value: \$</td> <td style="width: 20%;"></td> <td>Policy number:</td> </tr> </table>		Name of company:				Address:				Telephone:	Value: \$		Policy number:
Name of company:													
Address:													
Telephone:	Value: \$		Policy number:										

### 2.4 HEALTH AND SAFETY PERMITS

What are the health and safety permits required by the local council? (contact your local council for more information)


Has a permit been granted to use the venue?  Yes  No

List any other permits required or obtained for this event:


# Section B

## 3. Consultation with Key Stakeholders



### 3.1 CONSULTATION REGISTER

List the names of individuals and organisations you have consulted with in planning this event

Stakeholder	Contact Name	Telephone
Northern Territory Police Force		
Local Council		
St John Ambulance		
Northern Territory Fire and Rescue Service		
Hire Company		
Security Personnel		
Licensing NT		
Local Hotels		
Local Businesses		
Media		
Traffic Management Company (if large event)		
Taxi Company		
Beverage Supply Company		
Department of Infrastructure, Planning and Logistics		

### 3.2 PLANNING MEETING

A planning meeting (before the event) will be conducted with the key stakeholders on		(Date)
(Time) AT		(Venue)

### 3.3 BRIEFING - BEFORE EVENT

A briefing (immediately before the event) will be conducted with the key stakeholders on		(Date)
(Time) AT		(Venue)

### 3.4 DEBRIEFING - AFTER EVENT

A planning meeting (after the event) will be conducted with the key stakeholders on		(Date)
(Time) AT		(Venue)
Will records or minutes of these meetings will be available? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If available, contact person:		

### 3.5 CONSULTATION LOG

What is the process for recording the contact with various stakeholders?




# Section B

## 4. Planning for the Event

### 4.1 SELECTION OF A VENUE

Describe any modifications or special temporary structures being added to the venue for this event:


In what way will access to the site need to be modified for the duration of the event? e.g. road closures


### 4.2 SITE PLAN

Tick the checklist for your site plan and include an explanation of why any items are not included. Ensure that your site plan clearly shows the location of:

- |   |  |
|---|--|
| <input type="checkbox"/> the surrounding area                       | <input type="checkbox"/> lost kids/property                |
| <input type="checkbox"/> all entrances and exits                    | <input type="checkbox"/> drinking water sites              |
| <input type="checkbox"/> emergency access routes                    | <input type="checkbox"/> food/vendors/stalls               |
| <input type="checkbox"/> paths used by vehicles                     | <input type="checkbox"/> liquor outlets                    |
| <input type="checkbox"/> paths for pedestrians only                 | <input type="checkbox"/> approved liquor consumption areas |
| <input type="checkbox"/> parking                                    | <input type="checkbox"/> non-alcohol (dry) areas           |
| <input type="checkbox"/> stage location                             | <input type="checkbox"/> toilet facilities                 |
| <input type="checkbox"/> seating arrangements                       | <input type="checkbox"/> communication centre/command post |
| <input type="checkbox"/> entertainment sites                        | <input type="checkbox"/> fire extinguishers                |
| <input type="checkbox"/> security and police locations              | <input type="checkbox"/> refuse containers                 |
| <input type="checkbox"/> first aid posts                            | <input type="checkbox"/> public telephones                 |
| <input type="checkbox"/> 'chill-out' areas (safe, quiet rest areas) | <input type="checkbox"/> media points (TV and radio)       |

**Attach a copy of your site plan here**  
The site plan should be photocopied and circulated to all stakeholders.

### 4.3 EVENT PROMOTION AND TICKETING

What is the focus or purpose of the event? (e.g. family fun, sporting contest, musical entertainment)


How is this explained in the promotion and publicity for the event?


Where is the event to be publicised and promoted? (e.g. radio, posters, print media)


4.3 Event promotion and ticketing continued over page →



# Section B

## 4. Planning for the Event

### 4.3 EVENT PROMOTION AND TICKETING (CONTINUED)

Does the event promotion and publicity reinforce messages about safe drinking practices?  Yes  No

**Have you considered including any of the following messages in promotional and publicity material?** (Tick all messages included)

<input type="checkbox"/> Don't drink and drive <input type="checkbox"/> Public transport will be available <input type="checkbox"/> Organise a designated driver <input type="checkbox"/> I.D. will be required to purchase liquor <input type="checkbox"/> People who are unduly intoxicated will not be served alcohol <input type="checkbox"/> Bags and eskies may be searched or restricted	<input type="checkbox"/> Glass containers are not permitted <input type="checkbox"/> Water will be freely available <input type="checkbox"/> Look out for your friends, mates and family <input type="checkbox"/> 'Wet' and 'dry' areas are both available <input type="checkbox"/> Go to a 'chill-out' or rest area for help <input type="checkbox"/> Food or snacks will be available
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**What is the ticketing process for the event?** (e.g. tickets at gate, pre-sold tickets)

**Will tickets inform patrons of important details relating to the event** (including alcohol availability, behaviour expectations)? Provide a brief description of information on tickets and/or attach a copy of the ticket here.

**Attach copies or examples**

**What is to be included in the price of the ticket?**

### 4.4 SIGNAGE

Does the event publicity reinforce messages about safe drinking practices?  Yes  No

**Attach copies or examples**



# Section B

## 4. Planning for the Event



### 4.5 TRANSPORT

Has a public transport plan been developed for the efficient movement of patrons?

Before event:  Yes  No      During event:  Yes  No      After event:  Yes  No

Provide details of parking available at the venue

--

List the departments, councils and/or agencies that have been involved in developing this plan.

Contact Name:		Organisation:	
Contact Name:		Organisation:	
Contact Name:		Organisation:	

Write in the transport contingency plan for:

Cancellation:	
Delayed finish:	

### 4.6 NOISE

List the provisions you have made to minimise and monitor the level of noise


### 4.7 WEATHER

Detail the contingency plans in case of bad weather


### 4.8 INFORMATION CENTRE AND COMMUNICATION

Will an information centre be clearly identified and available to patrons at the event?  Yes  No

Outline the systems and technologies that event staff, police, security and emergency service personnel will use to communicate with each other.

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What systems and technologies will be in place for communicating with patrons?

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# Section B

## 4. Planning for the Event

### 4.9 FOOD

Are high-quality, affordable and accessible food stalls available to patrons in the different venue areas? (including licensed areas)  Yes  No

What types of food will be available? (e.g. fast food, snacks, meals)

### 4.10 WATER

Is drinking water available (free of charge) to all patrons attending the event?  Yes  No

Is the location of water clearly signposted and marked on maps?  Yes  No

### 4.11 LIGHTING AND POWER

Has certification for lighting and power been obtained through the local authority?  Yes  No

Does the provision of lighting and power cater for emergencies?  Yes  No

### 4.12 TOILETS

What is the expected number of patrons?

How many toilets will be provided? Male  Female  People with disabilities

### 4.13 ENTRY AND EXIT DETAILS

Complete the checklist to ensure that entrance and exit arrangements:

- |  |   |
|--|---|
| <input type="checkbox"/> provide for supervision, marshalling and directing crowds                 | <input type="checkbox"/> locate ticket sales and ticket pick-up points in line with, but away from, entrances   |
| <input type="checkbox"/> provide exit and escape routes  | <input type="checkbox"/> provide sufficient and well-trained staff  |
| <input type="checkbox"/> provide access for emergency services                                     | <input type="checkbox"/> ensure the control points for searches to exclude prohibited items such as glass, metal containers and weapons are in place and do not impede crowd movement |
| <input type="checkbox"/> have access for wheelchairs   | <input type="checkbox"/> provide a secure area for the storage of confiscated goods   |
| <input type="checkbox"/> separate walking and vehicular traffic                                    | <input type="checkbox"/> check placement and function of exit signs   |
| <input type="checkbox"/> stagger entry times by providing supporting activities and entertainment  |   |
| <input type="checkbox"/> keep entries clear of all other activities                                |   |
| <input type="checkbox"/> ensure barriers, fences, gates and turnstiles are suitable and sufficient |   |

Have event staff, security, police, transport authorities, local hotels and food outlets been informed of patron exit times?  Yes  No

### 4.14 TRAFFIC MANAGEMENT PLAN

Is a Traffic Management Plan required?  Yes  No

If yes, has a Traffic Control company been contacted?  Yes  No

Company name:	<input style="width: 100%;" type="text"/>
Contact person / details	<input style="width: 100%;" type="text"/>
Registration details:	<input style="width: 100%;" type="text"/>

Has the local council been advised?  Yes  No

# Section B

## 5. Health and Safety Issues



### 5.1 SECURITY

Has a security firm been contracted?  Yes  No

If yes, provide details:

Company:			
Principal:			
Licence/accreditation details:		Number of Personnel:	

If no, describe security arrangements:

Event security will:

Commence at:		Conclude at:	
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When will a police and Licensing NT briefing and debriefing involving all security personnel be held?

Date before event:		Date before event:	
Police officer to be present:			
Licensing NT officer to be present:			

What security arrangements have been made for:

Cash:		Asset protection:	
Crowd management:			
Prohibited items:			

### 5.2 FIRST AID AND EMERGENCY MEDICAL SERVICES

Who is supplying the first aid service?

Start time:		Finish time:	
Number of first aid personnel:		Number of first aid posts:	

What arrangements have been made with the St John Ambulance for critical emergency response, access to the venue and transportation of patients to hospital?


### 5.3 EMERGENCY PROCEDURES

What is the process to ensure that all event staff, security staff, police and emergency services will be informed of the emergency evacuation plan?


Who is the nominated person to authorise an evacuation?

Name:			
Contact details during the event:			

Will emergency tools be strategically located throughout the venue?  Yes  No



# Section B

## 6. Management of Alcohol

### 6.1 PERMIT CONDITIONS

What arrangements have been made to notify the bar staff of the standard and other conditions of your licence?


### 6.2 BYO AND NON-BYO EVENTS

Has the matter of BYO liquor been discussed with the organising committee and other stakeholders for the event?

Yes     No

Comment:


### 6.3 RESPONSIBLE SERVICE OF ALCOHOL

How will you tell patrons about alcohol, including that alcohol will not be served to minors and intoxicated patrons? Provide examples.

Event publicity     Ticketing     Signage    Other:

#### Attach copies or examples

How will you inform event personnel, specifically bar and security staff, of their responsibilities under the *Liquor Act*, and about the responsible service of alcohol and the penalties for offences committed?


How many bar staff do you intend to employ?

What is the expected number of patrons?

### 6.4 MINORS

How will under-age patrons be identified?


# Section B

## 6. Management of Alcohol



### 6.5 BEVERAGE OPTIONS

What types of alcoholic and non-alcoholic drinks will be available at the event and what will be the pricing structures?

Drink:	for example: light beer	Price:	X.XX	Drink:		Price:	
Drink:		Price:		Drink:		Price:	
Drink:		Price:		Drink:		Price:	
Drink:		Price:		Drink:		Price:	
Drink:		Price:		Drink:		Price:	
Drink:		Price:		Drink:		Price:	
Drink:		Price:		Drink:		Price:	
Drink:		Price:		Drink:		Price:	
Drink:		Price:		Drink:		Price:	
Drink:		Price:		Drink:		Price:	

### 6.6 BEVERAGE CONTAINERS

What type of containers will be used to serve drinks?


### 6.7 TRADING HOURS

What are the proposed liquor trading hours?

Day 1	to:	Day 5	to:
Day 2	to:	Day 6	to:
Day 3	to:	Day 7	to:
Day 4	to:		

### 6.8 ALCOHOL CONSUMPTION AREAS

How many alcohol dispensing and consumption areas will be available?

Dispensing areas  Consumption areas

How will the boundaries of consumption areas be defined?




# Section B

## 7. Compile a file

### 7.1 KEEPING DOCUMENTS AND INFORMATION

Has a filing system been established?  Yes  No

If yes, who is responsible for maintaining the file?

### 7.2 DOCUMENTS TO BE KEPT

Complete the following checklist to ensure that all records are included in the file

- |  |   |
|--|---|
| <input type="checkbox"/> Event plan  | <input type="checkbox"/> Event program                          |
| <input type="checkbox"/> Details of committee members                          | <input type="checkbox"/> Site plan                              |
| <input type="checkbox"/> Stakeholder contacts                                  | <input type="checkbox"/> Tickets                                |
| <input type="checkbox"/> Record of meetings                                    | <input type="checkbox"/> Promotional material — posters, flyers |
| <input type="checkbox"/> Sponsorship letters                                   | <input type="checkbox"/> Logos                                  |
| <input type="checkbox"/> Licences/permits                                      | <input type="checkbox"/> Contracts                              |
| <input type="checkbox"/> Applications for licences/permits                     | <input type="checkbox"/> Accounts                               |
| <input type="checkbox"/> Inward correspondence<br>(including faxes and email)  | <input type="checkbox"/> Employment records                     |
| <input type="checkbox"/> Outward correspondence<br>(including faxes and email) | <input type="checkbox"/> File notes of telephone conversations  |
| <input type="checkbox"/> Emergency plan  | <input type="checkbox"/> Quotes for services or products        |
| <input type="checkbox"/> Media releases  | <input type="checkbox"/> Press articles, TV                     |
|  | <input type="checkbox"/> Traffic Management Plan (if required)  |

