

A GUIDE TO ORGANISING EVENTS

A major goal for most organisers of social events is to ensure that the occasion runs smoothly and is a great success.

A checklist has been prepared by the Waitakere District Licensing Agency to assist organisers in arranging a successful event.



Special Liquor Licence

A Special Licence is required if you intend to hold an event which involves **selling, supplying or consuming alcohol**, other than in a private residence.

Get an application form from Waitakere District Licensing Authority.
(Waitakere City Council, 6 Waipareira Ave, Henderson or phone 839 0400)

Notes to assist you are attached to the form, but the main points are:

- Give 21 working days notice.
- Provide owners consent (*i.e. owner needs to consent to liquor on the property*).
- Provide a site plan showing the area of the property that is to be used in relation to alcohol.



Host Responsibility

To ensure your guests/visitors have an enjoyable and memorable event make sure you have:

- Non-alcoholic refreshments & offer them around
- Substantial food
- Encourage them to use alternative forms of transport i.e. taxis or dial a driver
- If you have the room – offer to put them up for the night

They will certainly have fond memories of your event!!