

# Sample Procedures for Organising and Supplying Alcohol under the Temporary Liquor Licence

The procedures outlined in this document are merely suggestions and the club may use one of these methods, a combination for different events or even choose their own alcohol management strategy so long as it complies with the regulations, the liquor licence and it focuses on the camper's wellbeing.

## Fixed amount of alcohol, included in ticket price

This involves the camp buying a set amount of alcohol which is served to students on the camp under the liquor licence. The price of the alcohol is accounted for in a flat rate by raising ticket prices to cover the cost. Everyone then has the same access to the alcohol on the camp.

Alternatively, you could include the flat rate as a pre-purchased addition to the camp price. A non-drinker can then opt-out of purchasing alcohol.

### Advantages

- Easiest to manage and serve logistically (everyone is drinking the same thing).
- Discounts could potentially be received for bulk buying alcohol.
- Sponsorship could potentially be used to obtain alcohol at a cheaper price.
- Enables proper budgeting of alcohol supply, using standard drink calculations.

### Disadvantages

- Less variety in alcohol and students may feel restricted in what they can have.
- Potential to over-cater or under-cater. – *Mitigate by using the "Event Planning Tool" under resources and training in the UMSU website <https://umsu.unimelb.edu.au/getinvolved/clubs/resources-training/> to help estimate the amount of alcohol to order.*
- Students who don't drink alcohol or much are paying the same for alcohol as those who do. – *Mitigate by having drinking and non-drinking ticket prices*
- Ticket prices will be more expensive so may deter some people from going. – *Mitigate by showing both drinking and non-drinking ticket prices so the student can see the cost of the alcohol.*

## Individual alcohol order form

The club could attach an alcohol order form to the camp forms so when students hand in their indemnity forms they also state what alcohol they want for camp. Clubs can decide if they allow the

students to order anything or select from a set list (The smaller the selection list the easier it will be logistically and the shorter serving times). The students will then pay for the camp ticket and the alcohol they want. The alcohol will then be associated with that person which they could organise a number of different ways. One method could be requiring them to show ID as they will have it anyway to get on camp to prove they are over 18. Once on the camp the student can be served their alcohol during the designated licence hours. They should only be served one open drink at a time and the club reserves the right to refuse service under the licence.

Note, if the Club wishes to return the alcohol to the respective campers who purchased it, they are required to specify this so they get a on and off venue consumption licence. If you don't then the club must retain ownership of leftover alcohol. The club should also monitor orders and help campers to only order appropriate amounts. The alcohol cannot be given back to campers at the end of camp if they are showing signs of intoxication, indicating they will consume it irresponsibly or would otherwise be refused service and must be arranged to be collected at a later time.

### Advantages

- Campers have already ordered their alcohol and don't feel like they won't be allowed to drink so are less likely to smuggle drinks onto camp.
- Students pay for the alcohol up front at cost price so the club doesn't have front the costs.
- Campers pay for what they order and not a flat rate so students who don't drink much or at all can pay less.
- Ticket prices can stay the same so shouldn't deter people from going.
- Any unconsumed alcohol would be returned to the respective student at the end of camp so the club doesn't need to worry about over or under catering as it's now on the student.
- The club doesn't need to worry about over or under catering.

### Disadvantages

- Logistically difficult to acquire and transport all the different alcohol. – *Mitigate by having the alcohol delivered to the camp or close to it.*
- Potential for confusion in what someone ordered and the club purchasing the wrong product. – *mitigate by having a pre-set list or requiring the camper to be very specific on their form.*
- Logistically difficult to serve everyone their own alcohol. – *Mitigate by reducing the list of options to order from will make this easier.*
- If a camper loses their ID then it may be difficult to serve them their drinks.
- Clubs are at risk of price changes in stores (If the price goes up from what is on the order form) or the student complaining about being able to get the alcohol cheaper from a different location. – *Mitigate by buying the alcohol from multiple different places or telling the student you reserve the right to ask the student to pay slightly more if the price goes up or offset price rises with people whose alcohol is on sale.*
- A sense of entitlement can create difficulty for the servers – “it's MY alcohol!” – *Mitigate through making it clear to the campers the club has the right to cut you off and you are*

*purchasing the alcohol to have the ability to drink on camp, not the right. Leaders attitude is important for this.*

## Running a cash bar at the camp

This method involves buying a set amount of alcohol to take on camp which the camp can then sell to the students during the times and locations outlined in the licence. This would operate similar to a bar at a club where they are only able to buy one drink at a time. The club can select its own prices for alcohol, however it is recommended they sell at or close to cost price so as to not take advantage of students or inadvertently promote smuggling of alcohol. It would also be possible to set up a token system where students can purchase a certain number of tokens in advance which can then be exchanged for drinks. This would mean less money would be brought on camp reducing the concern for theft and the club would have a better idea of how many drinks to cater for.

### Advantages

- Relatively easy to manage and serve logistically.
- Discounts could potentially be received for bulk buying alcohol.
- Sponsorship could potentially be used to obtain alcohol at a cheaper price.
- Ticket prices can stay the same so shouldn't deter people from going.
- The camp could potentially run the bar at a profit or a loss depending on their finances.

### Disadvantages

- Less variety in alcohol and students may feel restricted in what they can have.
- Students may worry about having to pay for alcohol or it being expensive so more inclined to smuggle alcohol onto camp. – *Mitigate this by advertising your drink prices in advanced and selling them at cost price or subsidised if you can.*
- Potential to over cater or under cater. – *Mitigate by using the "Event Planning Tool" under resources and training in the UMSU website <https://umsu.unimelb.edu.au/getinvolved/clubs/resources-training/> to help estimate the amount of alcohol to order.*
- Students will now need to bring sizeable amounts of cash with them on camp where there is no safe place to store their bags making theft a concern. – *Mitigate by allowing students to buy some tokens in advance which can be exchanged for drinks, so they do not have to bring as much money on camp.*