



KURILPA HALL
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RISK MINIMISATION POLICY

Functions & Parties Serving Alcohol

Hirers & Guests MUST be over 18 years of age

POLICY STATEMENT: After due consideration, Kurilpa Hall management will allow the safe, responsible consumption of alcohol on the premises. The policies outlined below are in place to minimise risk.

1. **Good Behaviour & Decorum Requirement.** The hirer and his/her guests are expected to conduct themselves in a satisfactory manner. The hirer must ensure the function stays within the confines of the property and that neighbours are not disturbed. The hirer is responsible for the control of the quantity of alcohol consumed and must exercise their discretion in refusing to supply any guest(s) if necessary.
2. **High-Risk Security Bond Applies.** The presence of alcohol during any function attracts a high-risk bond which is determined on a case-by-case basis by Management and/or delegated Staff. In addition, a photocopy of the Drivers Licence of the person responsible for the booking must be taken by Hall Staff prior to the acceptance of the hall hire application.
3. **Permits / Licences Are Required Where Alcohol is Being SOLD.** A proper permit must be obtained and the person serving should have an RSA Certificate. Charging of an entry fee where alcohol is being provided (for example, a purchased wrist-band) is considered ***sale of alcohol***. Information and an application for a limited or temporary variance Liquor Licence can be found on the Queensland Government web site, through the Office of Liquor and Gaming. A copy of this licence should be provided to Hall Management prior to the event.
4. **18th & 21st Birthday Parties.** Management and delegated staff have discretion in refusing hire to parties where excessive damage or noise pollution is deemed likely to occur. Adult supervision and adequate security measures by Hirer as follows:
 - At least one adult over 25 years of age must accept responsibility for complying with terms and conditions of hire, and must be present at the event;
 - ***Party must be registered with the local police*** and copy of registration provided with hall hire application;
 - Party must end by midnight and clean-up completed by 1 am. ***Returning in the morning to clean is not permitted.***
5. **Additional Charges May Apply.** In the event of hirer negligence, the following additional charges may apply: After hours staff call out fee \$120.00; Fire Brigade attendance \$800.00 (minimum); Extra cleaning (if applicable); damage to centre/furniture (to be assessed and itemised by Hall Management or delegated Staff). These may be deducted from the bond or invoiced to Hirer if costs exceed the bond amount.

ACKNOWLEDGEMENT OF POLICY AND ACCEPTANCE OF TERMS

I, have read the above policy and understand / agree to these terms.
(Hirer Name Printed)

SIGNATURE DATE/...../.....