



Public events

The Office of Liquor and Gaming Regulation (OLGR) in partnership with the Queensland Police Service, has developed the publication A planning guide for event licensees - alcohol, safety and event management to help licensees conduct events safely and successfully.

Public events include those which:

- are open to the public or casual attendance
- are not restricted by personal invitation of the host of the function
- involve the payment of a fee for admission to the function, or for entertainment or services provided at the function
- are publicly advertised.

To sell liquor at a public event, a community liquor permit or commercial public event permit must be obtained from OLGR.

A well organised and efficiently managed public event or festival can offer the community a range of social, economic and cultural benefits. A mismanaged event can put staff, patrons and the general public at risk and can expose the event organiser to civil action. It can also lead to prosecution under the *Liquor Act 1992* if the sale of alcohol is involved.

The planning guide assists event organisers to work through issues such as:

- selection of a venue
- safety regulations
- public liability
- event promotion
- security and first aid
- management and alcohol.

Completing the planning guide will create a management plan for the event. A management plan will be required by OLGR if you wish to sell alcohol at any large public event. In most cases, a copy of the management plan will also have to be provided to the local police and council, along with any other relevant agencies.

Even if you are not required to complete a full management plan for the event, the planning guide will help with general information and provides a checklist for guidance.

High risk event management guideline

In 2009, OLGR developed a new high risk event management guideline designed to re-focus events in Queensland.

Applications will continue to be assessed in consultation with the applicant. However, a range of factors (listed below) will be taken into consideration during event planning that may determine crowd controller numbers and whether alcohol sales should be restricted to light and mid-strength alcohol. Considerations include:

- the length and time of the event
- age demographic of audience
- type and nature of the event
- compliance history of the event, event promoter, licensee or similar event
- patron numbers
- consumption area (type, size and definition)
- whether it is an all ages or underage event and
- noise and amenity.

Resources to assist

- *A Planning Guide for Event Licensees – Alcohol, Safety and Event Management* (includes the Event Management Plan)

For further information, please contact the Office of Liquor and Gaming Regulation on 13 13 04 or visit www.olgr.qld.gov.au

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