

Suggested Protocol for the Promotion and Hosting of Eighteenth Birthday Celebrations on Licensed Premises

The overriding objective of this guidance is to reduce any alcohol related offences and other incidents emanating from the running and participation in such events. This also may assist in the protection of your premises licence which is more exposed to potential offences when these functions are hosted. The Alcohol Unit acknowledges that a majority of licensed premises or clubs have already adopted some of the below listed policies prior to this document being produced and it has been compiled utilising some of the practises that have already been implemented by some premises.

In line with the directions given by the All Island Licensing Court, licensed premises intending to host such events are required to liaise with the Police Alcohol Unit to discuss issues of community safety.

The purpose of this protocol therefore is to reduce incidents and increase the dialogue and liaison of the mutually interested parties to any event. To achieve this objective, the following matters are considered to be highly relevant and priority issues.

1. **Notice**

The Police Alcohol Unit must be informed at least one calendar month in advance of any proposed event. This notice must include the type and nature of the event, the likely numbers and age group of those attending together with details of the Promoter of the event (contact details must be included).

2. **Premises**

The Licence holder or Registered Club must always comply with any condition placed upon the liquor licence by the All Island Licensing Court. In addition, experience has shown the following points to be highly relevant to the objectives of this suggested protocol.

- Strictly supervised sale of alcohol to patrons to prevent the supply to juveniles. Patrons who are eighteen are to wear coloured wristbands to verify age whilst juveniles are to wear a different coloured wrist band. This is to instantly identify a juvenile consuming an alcoholic beverage; however, they should still be challenged for identification at the point of sale.
- A strict no entry/re-entry policy to be compulsory at the door to prevent patrons going outside to source alcohol then gaining re-admission.

- A strict searching policy to be adopted at point of entry. Any persons carrying or thought to have been consuming alcohol to be refused admission. Persons in possession of illegal drugs to be handed over to the Police in line with normal operating practise.
- A final entry door time to be imposed 1½ hours after first admissions. For instance, an event where the doors open at 7.00pm would have a final entry time of 8.30pm. This measure has been shown to improve the behaviour and reduce the tendency to consume alcohol by patrons within the vicinity of premises reducing community concerns regarding such events.
- A suggested time of 11.30pm is felt most appropriate to such events to assist in the arrangement of transport facilities.
- Premises must maintain an incident book and accurately record the details of persons involved and the nature of any incident. Proper recording not only protects the licensed premises from spurious allegations but enables the other agencies to make follow up enquiries as appropriate and commensurate.
- Admission to the event is strictly controlled by a list of invited persons to said function. An invitation list should be provided by the hirer to the premises for door staff to ensure that only persons invited are given entry onto the premises, ie if your name is not down you're not coming in.
- Consideration should be given to the amount of security provided to police the event, a ratio of 1 to 50 would be deemed acceptable, however a minimum of two in all circumstances.
- Cigarette and gambling machines should either be closely supervised or disconnected to prevent underage use.

3. **Health & Hygiene**

The Hirer, shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

4. **Fly Posting**

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for the event taking place at the premises. The use of social websites such as Facebook, Myspace etc should be discouraged at the negotiations for the use of your premises. This prevents a much higher number of people attending and disorder occurring when they are refused.

5. **Wristbands**

Consideration must be given to the use of coloured wristbands to identify persons aged over 18 years (and 17 years and under) where a

party is being held in a function room within concomitantly operating licensed premises.

- The wristbands must be designed so that they can be clearly/seen identified by staff (and/or on any recorded CCTV image).
- For example, incorporating a checker band as below (or similar).

