

### ***Appendix 3: Guidelines for University Events at Which Alcohol Will Be Served Procedures***

#### **Guidelines for Responsible Service of Alcohol**

- actively promote responsible drinking;
- try to ensure that people being served alcohol do not become intoxicated;
- provide and suggest non-alcoholic drinks;
- check I.D. for proof of age as appropriate;
- refuse to serve alcohol to people who are intoxicated or underage;
- look for ways to reduce possible causes of harm in the setting; and
- closely supervise or monitor young people.

#### **Liquor Licensing**

- observe state and territory liquor licensing laws.

#### **Security**

- University Security Services should be consulted for advice and guidance on security measures to be taken for all functions and events where alcohol is served.

#### **Emergency assistance**

If urgent assistance is needed call Security Services on **1300 729 452** or **8888** (from an internal phone). In a life-threatening situation dial **Triple Zero**.