



TOORAK
CATERERS
MOUNT ELIZA
A business initiative of Toorak College.



Dear Valued Customer,

Conditions of Alcohol for Private Functions

Toorak College considers the health and wellbeing of all its clients as paramount. Due to recent changes in liquor licensing regulations Toorak College may only serve/provide alcohol for official school functions held within the school premises, without requiring a license.

All private functions **held within the school premises** involving the service, supply or consumption of alcohol must **apply for a temporary liquor license** to ensure compliance is met. **Private functions held at private/offsite premises are not affected unless the client wishes to sell the alcohol.**

Toorak Colleges Catering Department will assist all external clients in the application process. The cost for a temporary licence is approx \$90.50. Toorak Caterers have bar staff with current RSA certificates that can assist in the responsible service of alcohol for private functions.

Please find attached a blank application form along with a service of alcohol agreement. We ask that this agreement is signed and returned for all private functions involving the service of alcohol.

Please don't hesitate to contact the Catering Manager for further details and assistance.

We look forward to ensuring a safe and successful event.

Kind regards

Kristy Russell
Catering Manager
Ph: 9788 7268



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CONTRACT OF AGREEMENT

Service of BYO alcohol

- 1) Toorak Caterers are not licensed to supply or sell any alcoholic drinks without a temporary limited liquor license as granted by the Liquor Licensing Victoria.
- 2) Functions held at Toorak College or within private residence can operate as BYO. This excludes sporting clubs or restaurants whereby a BYO permit is required. For those functions operating as BYO the following conditions must be agreed to:
 - a) All alcohol supplied by the client remains the sole responsibility of the client at all times.
 - b) The client must display a clear understanding of their responsibilities in relation to the Liquor Control Act. An information sheet has been supplied to assist in your understanding.
 - c) Should Toorak Caterers feel that the client is abusing or misusing alcohol at anytime throughout the function, service will cease immediately.
 - d) Toorak Caterers will supply staff trained in the responsible service of alcohol. Should these staff deem any persons intoxicated they have the right to refuse further service. Should service be refused Toorak Caterers takes no further responsibility in the control and monitoring of said persons. Any intoxicated persons are the sole responsibility of the client.
 - e) Any damage resulting from the service or consumption of alcohol is the sole responsibility of the client. Any damage to Toorak Caterers' equipment or venues will be charged directly to the client.
 - f) The client takes full responsibility for the service of alcohol. Toorak Caterers is not responsible for any damage, injury or otherwise that is a direct result from the consumption of alcohol.
 - g) The client is responsible for all alcohol coming onto or leaving the premises.
 - h) We have enclosed a pamphlet: "Responsible Service Of Alcohol" to assist in the success of your function. Please take the time to read this information.

You must nominate 2 people who will be present for the duration of your function to monitor the service and supply of alcohol. If you are selling liquor, you must provide a copy of your licence and a copy of current RSA certificates for those nominated below. By signing the below contract you take full responsibility for the supply and service of alcohol at your function.

Nominated Individuals

Person 1: _____ Person 2: _____

Date: _____ Date: _____



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RESPONSIBLE SERVICE OF ALCOHOL

What can you do?

- Notify police of your function. If anything happens, they can respond quickly
- Be mindful of neighbours: advise them of your function and address any concerns before the event.
- Store liquor in a safe place. Ensure that it cannot be accessed by young children or without the presence of an adult.
- If people under the age of 18 years will be present ensure that there are an appropriate number of adults to prevent alcohol consumption.
- Arrange for separate activities for children away from the alcoholic area.
- Use plastic glasses for larger groups to avoid accidents.
- Ensure plenty of food is available. This will help discourage binge drinking.
- Have a designated area for the service of alcohol to help control and monitor its consumption
- Discourage people taking alcohol off the premises.
- Arrange designated drivers or taxis ahead of time to discourage drink drivers.
- Have plenty of soft drinks and water jugs situated around your function. Why not make up a non- alcoholic punch.
- If a guest is intoxicated and aggravated: call 000 for police assistance.
- Have drink measures available to discourage binging. Supply smaller glasses.
- When dealing with intoxicated persons try to remove them from the main area and have another person close by to assist in necessary
- Do not offer alcohol as a prize for contests or to be used as part of games.
- As the person arranging and supplying alcohol you have a duty of care to all of your guests. By following the above suggestions you will be on your way to having both a safe and successful event.