



Party Tips Checklist

For your information we have listed some suggestions for you to consider when having a party or gathering. By following the advice below, you can help minimise the risks and help make your party a successful, enjoyable and safe time for everyone.

planning tips - before the party

- Let the police know that you are having a party by completing the Mynite Notification Form online or at your local police station.
- This form should be lodged at the police station closest to the event/party venue. Alternatively you can complete this form online and submit it electronically through the www.mynite.com.au website at least 72 hours prior to the party being held.
- Consider how the party will be advertised. Don't use Internet, SMS or e-mail distribution lists, online notice boards or social networking sites. If word of the party has spread, you will need to take extra preventative measures (i.e. change venue, more adult supervisors, hire a security guards, ask neighbours to notify you of any unusual behaviour).
- Guest lists should be kept to a manageable size. If guest numbers are large, ask other responsible adults to assist with supervision or consider hiring security personnel.
- Consider numbering your invitations. Ask for RSVPs and/or the need for guests to produce their invitation at the door. Let your friends know up front that you will only admit people who are on the door list.
- Ask your friends not to give out information about the party to other people.
- Personally hand out invitations and let people know that it is an exclusive party, strictly invitation only! That way there will only be people you know and want at the party.
- Make sure your party has a definite start and finish time, and that your friends know what these times are.
- If your party is to be held in a public hall or sporting facility, contact your local council or community group regarding the hiring conditions, public liability, restrictions etc. This may end up saving you money in the long run.
- Go to the location beforehand and check it out. Know where the entrance(s) and exit(s) to the venue are. It is wise to avoid buildings with multiple entrances, if you don't want gatecrashers.
- Talk to your neighbours and give them a contact number, should an emergency occur.
- Find out about local noise regulations (contact your Local Council or Police if in doubt).





the venue

- Think about the party size and venue. Is your home too small? Would a hall/function centre be a more appropriate and controlled environment?
- Consider appropriate lighting (particularly any dark hidden-away areas you may have).
- Have you planned what you are going to do if someone becomes sick or drunk? Make sure you have First Aid contact numbers and a kit handy.
- Are there sufficient toilets so people don't go outside?
- What about parking and nearby public amenities?
- Where will people put their valuables when they arrive and during the party?
- Allocate a lockable room for valuables and close off rooms you do not want people to use.

during the party

- If gatecrashers arrive, act quickly by refusing them entry and asking them to leave immediately. If they won't leave, tell them the police will be called. Gatecrashers are less likely to turn up if they know entry is by invitation only.
- Remember, you have the right to refuse entry to your property. It is an offence for people to trespass if you have refused them entry.
- Have emergency numbers handy.
- Don't spend all night in an area of your house away from the party (i.e. in the kitchen). Consider having food pre-prepared or hiring professional party caterers. This will allow you more time to supervise/mingle with your friends and quickly deal with problems before they get out of hand.
- Ensure that food is available during the party and non-alcoholic drinks are also available as an alternative.
- Locate bands and speaker systems as far away from neighbours as possible and restrict noise after midnight. Excessive noise is most likely to be the reason that police will be called to attend a party.
- Plan a wind-down time leading up to the finish, turning down music etc.
- Make sure the family dog is secured and comfortable to avoid excessive barking during the party.

supervision and security

- Think about adult supervision/security for your party. Who will you use? How many?
- Will you use other parents or hire licensed security personnel?
- Parental supervision is not about "spying" on the young people at the party. It just means that there are adults on hand to deal with potential trouble. Having adults present can also act as a deterrent for potential troublemakers.
- Make sure that the supervision is visible, as this will also deter "gate crashers".



drug and alcohol issues

- Be aware that it is an offence for alcohol to be served or provided to people under the age of 18. Police can take action against underage drinkers found to be in possession and/or consuming alcohol in a public place. This carries a fine of up to \$5,500.
- Ensure under 18's do not have access to alcohol. Confiscate BYO alcohol from under 18's.
- If under 18's do consume alcohol/drugs, contact their parents and have them collected from the party.
- Discourage guests from bringing their own alcohol to the party as this will give you greater control over its distribution and the amount consumed.
- Should you decide to allow guests to bring their own alcohol, avoid providing open containers that can be 'spiked' or used to disguise the volume of alcohol being consumed.
- Supervise responsible serving of alcohol for over 18's. Consider nominating a parent or responsible adult to supervise/serve alcohol so that the intoxication and behaviour of your guests can be monitored.
- For over 18's parties, make sure there is plenty of alternative non-alcoholic drinks and water freely available and in obvious spots. Provide choices.

crowd management techniques

- Have only one entrance or exit to make it easier to control who attends your party. Consider how you will monitor and control this.
- Don't allow people to wander around or congregate out the front of your house. Try to confine the party to a backyard, building or enclosed area as it is easier to control your guests. Avoid using front yards or street frontages as this attracts uninvited guests/gatecrashers and can cause complaints from neighbours.
- Have visible supervision/security.
- Take into account that many people smoke. It is best to make accommodations for this within the confines of the party venue. This keeps guests from having to go outside, which ensures better crowd management.
- Remember that it is your party and you have the right to set the standard of acceptable behaviour and to see that it is maintained.
- You also have the right to ask people to leave.
- Contact your local police IMMEDIATELY should trouble occur or in an EMERGENCY call 000

mynite notification form

(Please complete and lodge this form at the police station nearest to the party venue).

Received Date: _____

Reg File No.: _____



ORGANISER

Name: _____

Residential address: _____

Phone number: (Mobile): _____ (AH): _____

(BH): _____ Fax: _____

(E-MAIL): _____

Host Age (If adult indicate): _____

Full Name of Parents/Guardians (if applicable): _____

INFORMATION

Day and Date of the event: _____ Start time: _____ Finish Time: _____

Address of party: _____

The event will be held Inside Outside Both

Type of Premise: (House, Terrace, Unit, Hall etc.) _____

How many people are expected to attend your event?: 1-10 10-20 20-50 50-100 100+

Contact name at party: _____ Contact Phone Number at Location: _____

Type of event: (eg: Birthday, graduation, 21st etc) _____

PLANNING AND ORGANISATION

Will you be using an INVITATION system?

(A formal invitation system can reduce the likelihood of uninvited persons 'gate crashing' your party)

Yes No Other: _____

What is the average age of your guests? _____

Will there be any adult/parental supervision? Yes No

If yes, how many adults/parents will be attending? _____

(Recommended - 1 adult per 10 -15 young guests)

Will you be supervising the ARRIVAL of your guests?

(Supervising the arrival of guests reduces the likelihood of uninvited 'gate crashers')

Yes No Other arrangement: _____

form continues...

mynite notification form continued...

■ **Will there be a secure room for guest's belongings?**

(Providing a secure room for guests property can reduce the opportunity for theft)

Yes No Other arrangement: _____

■ **Do you know how your guests will make their WAY HOME after the party?**

(Prior arrangements such as pre-booked taxis will ensure guests get home safely)

Yes No Other arrangement: _____

■ **Will alcohol be served to guests?** Yes No

■ **Have you employed licensed security personnel?**

(Security should be considered if you expect large numbers of guests)

Yes No

■ **If yes, how many security guards?:** _____

■ **What are their hours of duty during the party?:** _____

■ **Name of the security company?:** _____

■ **Contact details:** _____

Is there anything else you think we should know?

(Please tell us about anything that we may need to know if we have to attend your location)

Yes No

If yes, please specify: _____

Name: _____ **Signed** _____ **Date** _____

Thank you for registering your party with NSW Police.

This form should be either posted, faxed or lodged in person at the police station nearest the party venue.

Please remember to inform Police if your party gets postponed, relocated or cancelled



Mynite planning...

When planning for a huge party or just chilling with some friends, the main objective is to create memories and have a great time. The last thing you need is to remember the broken plasma, the hole in the wall or the vomit stain on your carpet...

Idiot proof your house

Lock away items that can be broken, or damaged like the TV, laptop, jewellery or mp3 player. And don't forget about the things that can get stolen too like your iPod, mobile phone, camera, laptop etc. If you can pick it up so can others...

Food & Drink

You can't have a get together without having food & drinks. There are heaps of websites that can help you find great menu options. It doesn't have to be complicated; it just has to be available.

Food is really important if you are serving alcohol. Food does not stop you or your guests from being intoxicated, but it does slow down the rate that alcohol is absorbed in the system. So be a good host and provide lots of food at different times during the night.

Also don't forget to provide non-alcoholic drinks too, someone has to drive home.

IMPORTANT!!!

If your guests are under 18 you can't serve them alcohol it's against the law, and it's a pretty hefty fine of \$5500, you can also be issued with an on-the-spot fine of \$550 for each person who is under 18 who you supplied alcohol to. This law applies to anyone who provides alcohol to anyone under 18, even if you are under 18 yourself!

Keep gatecrashers from stealing your stuff and wrecking your house.

Gatecrashers or unexpected people disrupt you and your mates from having a great time, they eat all your food and finish your drinks, and they are also the biggest reason why you'll call the police when things get out of hand and you are desperate to get rid of them.

If you can, have some kind of security at the door that can let them know that you don't want them there. Sometimes it might be good to hire professional security guards or organise for responsible friends to be at the door to let only those invited in.

Let the Police know that you're having people over.

Why??? They will help you if and when things get out of control, especially when you have heaps of people turn up and you don't know what to do with them. Police will also:

- Call you on the phone and inform you of complaints instead of turning up.
- Consider doing a drive by or walk through just to make sure things are alright.
- Can help remove unwanted / unwelcome guests.
- Help you if you need any other emergency service like the fire brigade or the ambulance.

Remember that most of the time they turn up because you will need them to, not because they want to shut down your party.

Transport

Think about how your friends are getting to and from the party or a night out. It makes sense that someone is the designated driver. Remember P platers have a zero alcohol limit, that means no alcohol at all. And remember police can now randomly test drivers for all types of drugs. (need a link)

Consider in emergency

In any medical emergency call an ambulance dial 000. Even if your friends had too much to drink or taken drugs and have passed out, this is a medical emergency and you should dial 000.

The ambos are there to help, but you need to provide them with as much information as possible about what, how much and when the person has drunk or taken. The ambulance officers do not have to call the police unless they are in danger themselves, someone dies, or there are other non-drug crimes such as violence or theft.

So there's no reason not to call them if your friend drops.

