

Security
Guards
Patrols
Monitoring
Electronics
CIT

SAFE PARTY TIPS
CHECKLIST

Guardcorp
SECURITY

SAFE PARTY TIPS CHECKLIST

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

PLANNING TIPS - BEFORE THE PARTY

- Notify police that you are having a party by completing the Safe Party Notification Form. This form should be lodged at the police station closest to the party venue at least 7 days prior to the party being held.
- Consider how the party will be advertised. Don't use Internet, SMS or e-mail distribution lists/noticeboards etc. If word of the party has spread, you will need to take extra preventative measures (i.e. change venue, more parent supervisors, hire a security guard, ask neighbours to notify you of any youths/groups congregating nearby etc)
- Guest lists should be kept to a manageable size. If guest numbers are large, ask other parents/responsible adults to assist with supervision or consider hiring security personnel.
- Consider numbering your invitations. Enforce an RSVP and/or the need for guests to produce their invitation at the door. Notify guests up front that you will only admit people who comply. Encourage officially invited party guests not to disseminate information about the party to other people.
- Personally hand out invitations and discourage people from bringing extra friends - 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 these times are clearly displayed on the invitations.
- 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 imposed on public halls/surf clubs etc.
- Visit the location beforehand and inspect it inside and out, identifying the entrance(s) and exit(s) to the facility. It is wise to avoid buildings with multiple entrances.
- Talk to your neighbours and give them a contact number and/or name of the party host should a problem 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).
- What about first aid. Have you planned what you are going to do if someone becomes sick or drunk?
- 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 guests to use.

TRANSPORT TO AND FROM THE PARTY

- Consider how your guests will get there and get home.
- Encourage parents to pick up their children at the end of the party. This reduces the chance that neighbouring properties will be damaged as guests walk home.
- Have a dedicated exit/transport strategy to get people out of the area and safely home immediately the party finishes (i.e. additional parents, shared taxi plan, courtesy bus etc).
- Have taxi and bus details handy. (Transport Info Line 131 500 www.131500.com.au)
Organise a lift or car pool.
- Designate a driver and ensure alternative transport for people who have had too much to drink.

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 if admittance 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 guests 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 minors (persons under 18 years of age). Police can take action against minors found to be in possession and/or consuming alcohol in a public place.
- 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

(Details provided by the NSW Police Department)

SAFE PARTY NOTIFICATION FORM

(Please complete and lodge this form at the police station nearest to the party venue, at least 7 days prior to event).

PARTY ORGANISER

Name: _____

Residential address: _____

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

(BH): _____ Fax: _____

E-MAIL _____

Party Host Age (If adult indicate) _____

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

PARTY INFORMATION

Day and Date of Party:

Start time: _____ Finish Time: _____

Address of party:

The party will be held: Inside Outside Both

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

Contact name at party: _____

Contact Phone Number at Location: _____

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

Expected number of guests: _____

ANY FURTHER INFORMATION YOU FEEL POLICE SHOULD BE AWARE OF:

Name _____ Signed _____ Date _____

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.