

Event Protocols

Purpose

1. To provide guidance in the planning, organising and executing of all AUT Events that are funded either by AUT and held on or off site, or by external clients using AUT venues.
2. To help ensure that AUT Events are delivered at a consistently high level of standard that reflects positively on the University to strengthen its reputation.
3. To minimise the University's exposure to all levels of risk, in particular, public profile, legal, commercial and public safety
4. To ensure that all events that have VIPs or dignitaries attending are appropriate to the level of the invited dignitary

Procedure

- Any person or party that plans to organise an event must co-ordinate this through either AUT Hospitality Services and/or Space Planning.
- Any Events where dignitaries will be present will be notified to AUT Hospitality Services, who will be responsible for keeping the Vice Chancellors Office and UR informed.
- All events shall be notified no later than 20 days prior to the event commencing
- If required, prior approval will be sought by either of the above mentioned Event units and will be confirmed in the Events agreement
- These procedures are University wide across all Campus

Definitions

Event

An event is any occasion or gathering where dignitaries are attending, food and/or alcohol are provided, or is high profile or has paying guests and might attract external interest in the university. This could include internal staff or students or external industry members, community or dignitaries. The following definitions will apply:

This applies to:

On Campus or off campus

Excludes academic teaching including lectures, tutorials, that are scheduled throughout the academic year

Excludes staff meetings and workshops that are scheduled throughout academic year

VIPs / Dignitaries

Includes high profile guests including public figures and dignitaries. For example: politicians, senior government officials, senior council staff, foreign state leaders and officials, diplomatic staff and other internationally recognised delegates, celebrities and other public figures who attract media attention and/or raise concerns for security.

Procedure

Where such dignitaries are expected to be present the organiser must inform AUT Hospitality Services who will then inform the Vice Chancellor's office, security, campus managers and others in AUT through the regular weekly events updates. Invitations to dignitaries and notification should be made at least six weeks prior to the event

Organisers will notify AUT Hospitality Services if the event falls in to any or all of these categories:

E1: VIPs/Diplomats/International dignitaries attending

E2: Political sensitivities/Content that may offend

E3: Ethical/Cultural issues

E4: Media will be present

When notified of any of these categories AUT Hospitality services will seek the appropriate approvals before confirming the booking on behalf of the event organiser and ensure that relevant Departments in the University are notified.

Space Policies

- The University's primary purpose is for teaching and learning and so students and student needs come first, therefore:
 - No student social spaces will be booked out during term times
 - No event booking will take precedence over a timetabled booking
 - No events to take place during exam weeks
 - No event bookings can be confirmed until the annual timetable has been released in November for the following year

Event Organisation

The following agencies are authorised to run events at AUT:

- University Relations: organise and run events to promote the AUT brand in conjunction with AUT Hospitality Services
- Student Services: organise and run events for AUT students
- AUT Hospitality Services: organise all other events, meetings and conferences in AUT or when AUT uses external premises

- All Events should be co-ordinated through the AUT Hospitality Services booking system, to avoid double bookings
- All Events using AUT facilities must be booked in the University timetabling software.

Event Rates

- **Internal Events:** those carried out by AUT and organised by AUT for the benefit of staff, students and prospective students will incur no room hire fees but may incur a service/set up charge dependent on requirements to cover costs. These events are paid for internally by ICD.
- **Sponsored External Events:** those carried out in conjunction with an external party/business but in partnership with AUT for the benefit of AUT and its brand. These events will be eligible for a 25% discount on room hire and equipment fees and will incur costs to cover set up and break down as well as any other associated services provided and are paid for externally by invoice or by ICD. Event invoices are unable to be split for these events. A sponsorship form will need to be filled out to approve the sponsorship by a Director/Senior Manager of AUT.
- **External Events:** Events held on AUT premises by companies, associations and organisations other than AUT. These events will incur full commercial costs related to the event and will have an external entity paying for the event by invoice.

Alcohol Policy

AUT Hospitality Services is AUT's only entity authorised to serve alcohol for any public event on AUT premises (other than Piko/Four Seasons). The Duty Manager will ensure that the University meets the conditions of its liquor license and that a reasonable range of low and non-alcoholic refreshments is available, together with a suitable amount of food in accordance with AUT's responsible host policy – see Appendix 1 & 2.

AUT's Liquor Licence allows alcohol to be served between the hours of **8.00am and 2.00am**.

Note: the Licensed Bar Manager has total authority over the serving of alcohol and this may not be revoked or countermanded by any AUT staff member, student or guest.

See AUT Alcohol Policy for full details Appendix 1

The following Minimum Standards must be met:

- **Event Management**

All events involving any of the categories 1 -4 must have an event manager in charge: The event manager will ensure the brief for the suppliers is tight and will manage all the key details. Event sponsors should talk to AUT Hospitality Services about the provision of event management.

Hospitality Services

- **Venue / Location**

This must be appropriate to the importance of the guests and the type of event. Aspects to consider include:

- Size – can it comfortably accommodate the expected number of guests?
- Functionality – is it suitable, what does it ‘say’ about AUT?
- Location – is it easy to find?
- If unsure, take advice from your event manager.

- **Invitations**

AUT Marketing must be involved in the design or approval of invitations and other promotional material, to ensure it is consistent with the University’s branding.

- **Catering** – The quality and quantity must be appropriate to the importance of the guests and the type of event. AUT Hospitality services provide catering services at cost to the University and has exclusive catering rights to any public areas managed by Hospitality Services across all AUT Campuses.

- **Entertainment** – Entertainment should be appropriate to the occasion or event and care should be taken to ensure personal tastes or preferences do not guide this decision. No entertainment should be offensive or construed as detrimental to AUT or the AUT Brand

- **Cleaning** – Facilities after an event should be left in a clean condition ready for another user regardless of what the event may be.

- **External funding**

If external funding is sought or received, it must be channelled through the AUT Foundation. Event sponsors should discuss this with AUT’s Director of Governance.

Before approaches are made to potential funders, the head of Growth & Development should be consulted, to ensure there is no clash with other development initiatives.

Relevant Legislation

Sale & Supply of Alcohol Act 2012

Health & Safety in Employment Act 1992 and amendments

Injury, Prevention Rehabilitation Act 2001

Hospitality Services

Appendix 1

AUT Alcohol Policy

At all times when alcohol is being sold or supplied on AUT premises, a licensed Bar Manager must be present. The University's in house catering provider (AUT Hospitality Services) is the only entity (other than Vesbar, Counter Café, School of Hospitality and Kaife) authorised to serve or sell alcohol for any event on AUT premises.

At all times when alcohol is being sold or supplied on AUT premises or at an unlicensed venue outside of AUT, it is a condition of AUT's On License (liquor license) that:

- A reasonable range of non-alcoholic refreshments and low alcoholic beverages are available throughout the service period; and
- A reasonable range of substantial food is available throughout the service period.

The minimum being:

- 3 pieces of canapé food per person per hour for the first hour, 2 pieces per person for every hour after (very small portions high)
 - 2 Pieces of Finger Food per person per hour for the first hour, 1 per person per hour for every hour after (Medium sized portions)
 - 2 Pieces of Pizza per person per hour for the first hour, 1 per person per hour for every hour after (Large Portions)
 - 1 Platter of food per 10 people per hour for the first hour, 1 per 15 people for every hour after.
- When appropriate, any persons may be asked for proof of identity or age verification prior to being served alcohol by a Licensed Bar Manager or bar staff, at any venue where an AUT Event is taking place.

Any person who appears to be intoxicated may be asked to leave the premises by the Licensed Bar Manager. This decision may not be revoked by any AUT staff member.

At the conclusion of an event any beverage containers (opened or unopened) may not be removed from the venue, unless prior arrangements have been made, or to the discretion of the Licensed Bar Manager. This applies to both BYO and fully catered beverage services.

Hospitality Services

Exclusions:

Any after work social gathering of AUT Staff (not including external guests) with less than 100 people for maximum time frame of 90 minutes. A responsible AUT staff member (Dean, Faculty Manager or EMT member) must attend this gathering and act as responsible host for the duration of the gathering. The responsible host must ensure that:

- No intoxicated persons are allowed to enter or to remain on the premises
- Comply with the AUT Host responsibility plan
- A reasonable range of non-alcoholic refreshments and low alcoholic beverages
- A reasonable range of substantial food (as outlined above) is available throughout the service period.

Appendix 2

HOST RESPONSIBILITY POLICY

At AUT Hospitality Services we have the responsibility to provide an environment that is not only comfortable and welcoming but where alcohol is served responsibly.

All staff adheres to the following guidelines when serving alcohol at any AUT event and a licensed Duty Manger will ensure this policy is carried out.

MINORS

All staff are conversant with the requirements of the Sale & Supply of Alcohol Act 2012, which prohibits the sale of alcohol to minors (persons under the age of 18 years)

If we are in doubt as to your age, we will ask for ID. Acceptable forms of proof of age are a current NZ photo driver's license, HANZ 18+ card or a current passport.

INTOXICATION

Guests who are visibly intoxicated will not be served alcohol, and be asked to leave the event and encouraged to take advantage of safe transport options to get home.

FOOD

A range of substantial food will be available throughout the service period. Staff will actively promote and encourage the consumption of food to slow the onset of intoxication. **See Appendix 1 for acceptable quantities of food**

NON-ALCOHOLIC AND LOW-ALCOHOL BEVERAGES

We will provide a reasonable range of non-alcoholic refreshments and low-alcoholic beverages throughout the service period and tap water is provided free of charge

SAFE TRANSPORT OPTIONS

We will ensure safe transport options are available e.g. taxi company and /or dial a driver phone contacts

CONCLUSION OF AN EVENT

Beverage containers (opened or unopened) may not be removed from the venue, unless prior arrangements with the client have been made, or at the discretion of the Licensed Bar Manager

We will maintain a training and management policy to give our staff the skills and support required to do their job responsibly. Host responsibility makes sure everyone enjoys a pleasant event and leaves AUT in a safe condition for the ride home.