

## European Union Event Protocols

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### Purpose

1. To provide guidance in the planning, organising and executing of all EU Events that are held on site at Europe House (EU House) Level 16, 56 Wakefield St
2. To help ensure that EU Events are delivered at a consistently high standard that reflects positively on EU House and AUT.
3. To minimise EU House/AUT 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 at EU House must co-ordinate this through AUT Hospitality Services.
- Any Events where dignitaries will be present will be notified to AUT Hospitality Services, who will be responsible for the appropriate notifications.

### 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 notify the appropriate offices.

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.

### Event Organisation

- EU Space – The European Union have priority bookings status over their dedicated space at WO16. AUT may book this space as required around EU events but the EU may override any other booking giving a minimum of two weeks' notice (14 days) prior to the event. Bookings may not be cancelled within this two week notice period.
- Any event may also be subject to a Diplomatic override at short notice (within two weeks) for VIP events, this override must be authorised by the EU Ambassador/Chargé d'Affaires.
- Hospitality Services will endeavour to find another suitable space within AUT should this occur however there is no guarantee on other space being available.
- Space is available on a first come first serve basis
- All EU bookings must be made through [events@aut.ac.nz](mailto:events@aut.ac.nz) to prevent double bookings.
- EU House is not intended for classroom bookings.
- Unless national cuisine is central to the theme of an event and an embassy chef will be employed to provide this cuisine, it is expected all catering services will be acquired through AUT Hospitality Services.

### Event Rates

- EU events held at AUT venues other than EU House will be applicable 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 Event invoices are unable to be split for these events.

## Hospitality Services

- AUT Hospitality services provide catering services at cost to the University and has exclusive catering rights to any public areas (other than EU as specified above) managed by Hospitality Services across all AUT Campuses.

### Alcohol Policy

AUT Hospitality Services is AUT's only entity authorised to serve alcohol for any public event on AUT premises. 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 EU or AUT staff member, student or guest.

### 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 EU/AUT premises, a licensed Bar Manager must be present. The University's in house catering provider (AUT Hospitality Services) is the only 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 Manger 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 or EU 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.

### Exclusions:

Any after work social gathering of EU/AUT Staff (not including external guests) with less than 100 people for maximum time frame of 90 minutes. A responsible AUT/EU staff 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 EU/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.