



PLANNING PARTIES

FACTFILE

CHECKLIST

- Be informed ✓
- Plan ahead ✓
- Set your rules ✓
- Issue written invitations ✓
- Consider the venue ✓
- Advise neighbours ✓
- Limit noise ✓
- Plan and consider ✓
- Transport ✓
- Safety ✓
- Security ✓

BE INFORMED AND PLAN AHEAD

Youth Solutions has produced this Fact File on Planning Parties to assist parents and young people in making informed decisions when holding events such as 18th and 21st Birthday Parties as well as Year 10 and 12 After Parties.

These events can be positive experiences and give our young people the opportunity to enjoy each others company in a controlled supervised environment; as well as build friendships, support networks, self esteem and develop good communication skills.

BE INFORMED before you make a decision to hold the event. Set your rules about behaviour before the event. Talk to other parents and young people, your local police or community organisations who may be able to assist you with advice.

PLAN AHEAD after making an informed decision to hold the event. No plan is foolproof, but it is certainly a good start to holding a successful incident free event. Start with a checklist and if you have further questions contact your local police station (*phone numbers are listed on the reverse*).

AVOID

- Planning ahead can help avoid:
- Gate-crashing X
 - Alcohol and drug misuse X
 - Property damage X
 - Injury to individuals X
 - Driving under the influence of alcohol or other drugs X
 - Not enjoying the event X
 - Problems with friends, family and neighbours X

SAFETY, EMERGENCIES & SECURITY

- Notify the police of the event (contact your local station)
- Plan to have a number of responsible adults or paid security present to monitor behaviour and respond if there is an emergency
- Think about the security of your guests and your own personal belongings
- Consider what you would do if an incident occurred, for example, if someone is sick or drunk
- Act quickly on gatecrashers. Refuse entry and call police if they won't leave
- In case of an accident or emergency contact the appropriate authority immediately

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AMBULANCE, FIRE BRIGADE & POLICE 000

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ALCOHOL

When supplying young people with alcohol, you are putting them in high risk situations

- Consider how you will be able to effectively control alcohol consumption
- If you suspect a minor has engaged in underage drinking contact their parent or guardian immediately and have them collected from the party
- Let your guests know the rules you have set in regards to alcohol consumption on their invitation

Secondary Supply – ‘It is against the law to sell or give alcohol to a person under 18 years of age. Penalties incurred can be up to \$5,500’. (Liquor Act 1982 Section 11).



FACTFILE

VENUE & TRANSPORT

- Designate a single ‘official’ entry and exit point in the venue.
- Ensure there are other safety exits
- Make guests aware that they cannot leave and return later. This will avoid people returning drunk, under the influence of other drugs, or bringing uninvited guests
- Contain the party to the agreed area, for example in the house or the backyard
- Ensure there are enough bins and toilets
- Ensure there is adequate parking
- Make sure the venue is adequately lit
- Encourage guests to nominate a ‘sober’ driver before the event
- Have local taxi numbers handy and consider shared taxi plans or a courtesy bus

“Once you have taken a drink there is NOTHING you can do to reduce the amount of alcohol in your blood . . . The only thing that will reduce the level of alcohol in your blood is TIME”.
(Drinking & Driving, The FACTS, RTA/Pub. 001 Nov 2000)

RESOURCES & CONTACTS

Contact your local police:

Bowral	4862 9299
Bundanoon	4883 6044
Camden	4655 0599
Campbelltown	4620 1199
Macquarie Fields	9605 0499
Moss Vale	4868 1222
Picton	4677 1288
Robertson	4885 1244
The Oaks	4657 1142
Warragamba	4774 1105

www.police.nsw.gov.au
The Alcohol & Drug Information Service
1800 422 599

GUEST LIST & INVITATIONS

- ✓ Set a maximum number of people and stick to the invitation list
- ✓ Make a guest list and issue written invitations
- ✗ Do not use internet, SMS or notice boards to advertise the event
- ✓ If you learn this has occurred consider changing the details, security or cancellation
- ✓ Consider making the event Alcohol Free (essential for under 18 years)
- ✓ Set start and ending times for the party
- ✓ Agree no uninvited guests can enter the party and state this on your invitation

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