

Alcohol Service Plan

For any club event or camp where alcohol is served, sold, supplied or made available, including licensed-venue packages and advertised BYO events.

Document	Alcohol Service Plan
Owner	Lead, Clubs and Sports
When to use	Any event or camp where the club serves, sells, supplies or makes alcohol available, or any advertised BYO event

How to use: Complete this plan whenever alcohol will be present at a club event. For camps and off-campus activities, please provide your applicable Liquor Licence and Risk Assessment at least 10 working days before the event.

A. Event & club details

Club name	
Event / camp name	
Date(s) & times	
Venue / location	
Expected attendance	
Nominated club leader	
Contact phone & email	

B. Alcohol service overview

Describe how alcohol will be made available at this event.

Service type: Sold / served by club Licensed-venue package Advertised BYO

Types of alcohol available	
Where alcohol is served / consumed	
Service start & finish times	
Estimated quantity supplied	

C. Liquor licence & legal basis

Alcohol may only be served under a valid liquor licence. Attach a copy.

Licence type	
Licence / permit number	
Licensee name	
Licence conditions (summary)	
Licence attached?	Yes No

D. RSA-certified servers & supervision

All alcohol must be served by RSA-certified servers under the supervision of an executive member. List everyone

serving.

Server name	Role (server / supervisor)	RSA certificate no. & expiry	Shift

E. Responsible service of alcohol (RSA) controls

Tick to confirm the controls in place for this event.

Alcohol will only be served to persons aged 18 or over; ID will be checked where age is uncertain.
Alcohol will not be served to any intoxicated person, and service will be refused where required.
Substantial food and free drinking water will be available throughout service.
Low- and non-alcoholic options will be offered.
Service will stop at the scheduled finish time and before the event closes.
An executive member is rostered to supervise alcohol service at all times.

F. Risk management & incident response

Outline the key risks and how they will be managed (transport home, intoxication, conflict, emergencies).

Safe transport arrangements	
First aid / emergency contact on site	
Nearest hospital / emergency number	

G. Notifications & approvals

Tick to confirm each item has been completed and submitted.

SSA notified at least two weeks before the event.
Liquor Licence and relevant alcohol service forms submitted (for camps/off-campus, with the Off-Campus Activity Form, at least 10 working days before).
Risk Assessment completed and submitted.
Food Service Plan submitted (where the club is also serving food).
Event Notification submitted in Rubric.

H. Declaration & approval

Club Leader declaration: I confirm this Alcohol Service Plan complies with SSA policy, the conditions of the liquor licence and all relevant liquor licensing law, that alcohol will be served responsibly by RSA-certified servers under executive supervision,

that no alcohol will be served to minors or intoxicated persons, and that the information above is accurate.

Name	
Signature	
Date	