



Party Register  
**PARTY**  
Info Pack

Information, recipes and tips to help you plan a safe party or event.

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## Why register your party?

By registering your party you will receive helpful information on planning a work place party or event. The intention of any social occasion is to have fun but also to provide a safe environment.

## What this booklet is about?

By registering your party/or event you have taken the first step to creating a safe and enjoyable social environment. You will receive a pack that has helpful information on planning your event, including: host responsibility, noise control and special licenses etc. There are many types of work place party/or events and in many different locations. The booklet is not intended to cover all these but to provide some common sense ideas for you to adopt.



# How to stop uninvited guests at your party or event

When you start the planning for a work place party or event consider how you can stop uninvited guests from attending. By inviting people directly is the best way to avoid uninvited guests. You could also provide them with an invitation that needs to be produced before entering. This may be over the top but will ensure only the invited guests attend.

Also ask those that have been invited to let you know if they would like to bring someone, then use your discretion. Once you have invited them in they then become your responsibility."



## TIP-1

### Don't put your party on Facebook or Twitter

If you want to invite people using a social network site, create a private event or only invite the people you know and trust. This will greatly reduce the likelihood of 'gatecrashers'.



## Nojito

All the taste of the classic refreshing Mojito from Cuba, but without the alcohol! Use fresh mint leaves for the best Nojito around!

### Ingredients:

Handful of crushed ice  
8 mint leaves  
Sliced lime  
80ml lime juice  
40ml sugar syrup  
60ml club soda

### Directions:

Fill a pint glass 1/3 full with ice, then add mint leaves. Lightly mash the leaves together with the liquid using a muddle stick or the end of a wooden spoon, being careful not to tear the leaves. Fill the glass with more ice, then add club soda. Garnish with mint and lime and serve to your legendary sober drivers!



## You notice people that should not be at your party what can you do?

If you have security this will most likely not occur as you can provide them with a list of who is invited to the party for them to refer too. If someone's name is not on the list, they don't get in.

If you don't have security and you notice people that should not be there, under the Trespass Act 1981 - you can ask them to leave your party. If they refuse to leave don't get aggressive or confrontational with them as this could lead to a fight. Call the Police and they will deal with it accordingly, the benefits of the party being registered is the Police can deal with the party/event organiser directly. This saves time and confusion, especially if the situation is volatile.

## Who can trespass someone?

If you are the owner, occupier or tenant of the property you are entitled to trespass persons from your property, you can do this verbally.

## How to trespass someone from your property?

Say directly to the person that they are trespassed from your property. They must leave immediately and must stay off your property.

### **TIP-3**

#### **When they just won't go...**

If you have asked someone to leave and they won't leave, don't risk your safety or the safety of your other guests, call the Police and they will remove the trespasser for you.

## Sun Rise

All the taste of the classic Tequila Sun Rise, but without the alcohol! Add a slice of orange for an extra citrus hit!

### Ingredients:

Handful of crushed ice  
Orange juice  
Red grenadine  
Slice of orange

### Directions:

Fill a tall glass with crushed ice, add the freshly squeezed orange juice and then a small amount of red grenadine to the juice - DO NOT STIR!  
The grenadine will sink to the bottom and create a sunrise in a glass!



# Host Responsibility

As the host or the organiser of the party there are certain host responsibility things that should be a core part of your planning. By following these common sense and legal requirements you are less likely to have problems at your party/or event.

## Alcohol:

- Provide soft drinks or fruit juice for guests who chose not to drink alcoholic drinks. Be creative with your drink options. Provide mocktails, make these up using interesting glassware, then decorate with fruit, cocktail umbrellas and straws.
- Encourage people to drink either soft drinks or water in between alcoholic beverages. Keep an eye on anyway who may be drinking alcohol more excessively than others. Provide them with some food and a non-alcoholic drink. Even suggest that someone could take them home.
- Do not serve alcohol to minors .
- Don't serve alcohol to anyone who is intoxicated. The best case scenario is to not let anyone get to that stage. If they are intoxicated provide them with food, water and then arrange for them to be taken home.

## Food:

- Provide a selection of foods. Including finger foods early in the evening, continue to bring these throughout the event. Avoid high salt snacks as these can make you drink more.
- Provide substantial food throughout the evening including a barbecue, hot meat rolls, sandwiches, hangi etc.
- Make sure all of your guests are eating throughout the evening.



## Food

Over the evening provide food to your guests, this could include hot meat rolls, a barbecue, hangi, pizzas or other substantial food. Avoid high salted snacks as these can make you thirsty.

**Here are 4 party food favourites...**



### **1 Mini pies & sausage rolls**

A kiwi classic, heat up and serve with tomato sauce!

### **3 Sandwiches**

Easy to prepare and versatile, sandwiches are a great finger food for parties and can be made before the guests arrive.

### **2 Pizzas**

Keep even the fussiest guests happy with a variety of pizzas. Order in or make your own.

### **4 Barbecue**

Crank up the BBQ keep it simple...sausages, meat patties and bread. These are great for a Summer Party!

# Host Responsibility

## Transport:

- Provide transport for your staff/guests. This may be in the form of a bus or taxi service. Even if some of your staff/or guests have bought their vehicles to the party/event make sure they don't drive home after consuming alcohol.
- Sober Driver: Provide a sober driver pick up/drop off option. This can be done by enlisting people with a full/clean licence to pick up guests then drop them off for the cost of a gold coin donation.
- Encourage your guests or staff to plan a sober driver before the party/event.

### **TIP-4**

- Have a reasonable start time and finish time for your party/event
- Limit the amount of alcohol you provide
- Ask guests/staff to not bring their own alcohol

### **Be a thoughtful host...**

Consider your sober guests, whether they are sober driving or just choose not to drink, providing a good selection of non-alcoholic drinks, like this Mocktail, will make their night more fun.

## Virgin Sangria

Make this in a pitcher or a punch bowl. Virgin Sangria is delicious on a hot summer night.

### Ingredients:

- ¼ cup sugar
- 1 cup orange juice
- ½ fresh lemon, sliced
- ½ fresh orange, sliced
- 1 small apple or peach, cut into wedges
- 4 cups club soda
- 4 cups grape juice

### Directions:

In a large pitcher or punch bowl, combine orange juice, sugar, and grape juice. Add cut fruit and stir until sugar is dissolved. Refrigerate until cool and add club soda just before serving in a tall glass with a straw.



## TIP-3

### Keep an eye on the punch...

If you have a punch bowl for your sober guests, make sure you keep it topped up regularly and let people know its alcohol free. Also check it regularly to make sure no one has spiked it!

# Under age drinking

The law states that a minor under the age of 18 - cannot drink on licensed premises UNLESS it is a supervised area and the minor (under 18 yrs old) is supervised by a parent or guardian.

Police recommend that as a responsible host you ensure that anyone under the age of 18 is supervised by a parent or guardian, while at your property.

There are penalties for supplying alcohol to persons under 18 yrs of age if the person supplying the alcohol is not a parent or guardian. It carries a fine of up to \$2000 dollars. You can view this under Section 155 of Sale of Liquor Act 1989.

# Special Licences

If you are planning on having your party at a hall, club etc and you're providing the alcohol you have to obtain a special licence from your local council. There is a nominal cost associated with this.

For more information contact your local Council, they will be able to direct you to the person responsible.

## TIP-5

### Get it sorted early

If you think you might need a special license for your venue get it all sorted out early. You don't want to leave it till the last minute and risk not getting it in time for your big event!

## Cran Razzy

A super refreshing fruity mocktail with a lemonade fizzy kick!

### Ingredients:

Handful of crushed ice  
Cranberry juice  
Lemonade  
Lime cordial  
Slice of orange

### Directions:

Fill a tall glass with crushed ice, add the cranberry juice, top up with lemonade and add a dash of lime cordial.

Stir and enjoy!





# Music & Noise

## Noise Control

Everyone has probably heard of noise control. Noise control are there to receive complaints from the public (which means anyone) about excessive loud noise or complaints of noise (this noise can be anything at all). Noise control is managed by the local council.

### **To reduce noise there are a couple of things you can do...**

Firstly, if you are having a party contact your neighbours and tell them your having a party, drop a note in their mailboxes or pop round to see them. If they know you are having a party, they are less likely to be annoyed by the noise and call noise control.

If you do drop a note in their mailbox, put what time you plan your party to start and finish. Also how many people you expect to have and also a phone number to call you if they have any concerns or complaints, that way you can deal with it directly.

If noise control are called and they attend your address, they will assess the noise on arrival. If it is above a certain level they deem to be too loud, you will either be warned or subsequently be served with an Abatement Notice.

It's really important to understand if an Abatement Notice has been issued and there is a further complaint of noise from the property, any stereo or noise making equipment can be seized. So if a Noise Control Officer comes around and gives you an Abatement Notice, be polite to them (they are just doing their job), turn everything down, inform your guests to make sure there are no more reasons for complaint.

## Beach Blanket

If you're a fan of delicious grapefruit juice this is the mocktail for you!

### Ingredients:

Handful of crushed ice  
Grapefruit juice  
Cranberry juice  
Soda water

### Directions:

Fill a tall glass with crushed ice, add the grapefruit juice then the cranberry and then top up with soda water.





## For more information

If you require any further information about  
any issues you may have in relation to  
having a happy and safe party, then contact  
Linda Anderson at [roadsafe@hbrc.govt.nz](mailto:roadsafe@hbrc.govt.nz)

[partyregisterhb.co.nz](http://partyregisterhb.co.nz)

ROADSAFE

HAWKE'S BAY

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