**Sample function house policy**

The VCGLR has developed this sample Function House Policy as a resource for licensees. This can be adapted to your specific requirements. Feel free to add further best practice measures to assist in the delivery of a successful and safe function.

**(Insert venue name)** function house policy   
We are committed to delivering a safe and successful function.   
  
We have legal obligations relating to alcohol which we must abide by and conditions stipulated on our liquor licence. In addition, we will manage the function using the measures outlined below to reduce any risk and harm to guests, staff and the community.   
  
Whilst it is our responsibility to manage the service of alcohol we require that you nominate a ‘go to’ person at the function (must be over 18), who we can call upon to assist with any issues which may arise during the function.   
  
All our staff are trained in the Responsible Service of Alcohol (RSA).   
  
The bar closes at **(insert time)** and alcohol will not be supplied after this time. All drinks must be consumed within 30 minutes after closing.   
  
Alcohol:   
• will only be served in standard drink sizes.   
• will not be served unless non-alcoholic and low alcoholic beverages are available.   
• will only be served and consumed in the designated function area.   
• is not permitted on the dance floor and/or in the toilets.   
  
We will:   
• ask for acceptable forms of identification as proof of age.   
• not serve alcohol to minors.   
• not serve alcohol to intoxicated guests.   
• stop serving alcohol if guests show signs of intoxication (before the situation gets out of hand).   
• not serve alcohol to drunk or disorderly guests and, as required by law, they will be asked to leave the venue.   
• ask each guest prior to re-filling their glass with alcohol.   
• adhere to the trading hours listed on our liquor licence.   
• collect unattended drinks and empty glasses regularly.

Minors must be accompanied by a parent/responsible person at all times.

If minors are found consuming alcohol the parents/responsible person will be contacted to manage the situation.

Food will be available during the entire time or at regular intervals when alcohol is being served.

Thank you for your cooperation and assistance in advance.