



PUBLIC NOTICE

Section 101(a), Sale and Supply of Alcohol Act 2012

University of Otago has made application to the District Licensing Committee at Dunedin for the renewal of an on licence number ON-35-2015 in respect of the premises situated at 640 Cumberland Street Dunedin and known as Auahi Ora, University Union Events Footprint, The Staff Club, and U-Bar

The general nature of the business conducted under the licence is University.

The applicant seeks the licence on the following hours:

Monday to Sunday 12.00 noon to 1.00 am the following day (U Bar - 3.00 am the following day):
EXCEPT THAT on the Thursday before Good Friday, and on Easter Saturday, and on Christmas Eve and on the day before Anzac Day, alcohol may only be sold between 12.00 noon and 12.00 midnight..

First publication date: Wednesday, 17 December 2025

Second publication date: Wednesday, 24 December 2025

Objections Close 5:00 pm Wednesday, 18 February 2026

- The application may be inspected during ordinary office hours at the office of the Dunedin District Licensing Committee at 50 The Octagon, Dunedin, or on-line at <https://www.dunedin.govt.nz/services/licensing/alcohol-licence-applications>
- No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012
- Any person who is entitled to object and who wishes to object to the issue of the application may, not later than 15 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the Dunedin District Licensing Committee at 50 The Octagon, PO Box 5045, Dunedin 9058



APPLICATION FOR ON-LICENCE RENEWAL

Incomplete applications will not be processed

The application must be accompanied by the correct fee (see page 2).

The District Licensing Committee (DLC) will notify the public of this application via the Dunedin City Council website and the Otago Daily Times (the advertising cost is included in the application fee).

The contact person will be emailed a copy of the public notice to be displayed on the premises.

Please use separate pages to provide extra information where necessary.

If you have any questions while completing this form, please contact Dunedin DLC staff on 03 474 3481 or email dla@dcc.govt.nz.

Please read and complete the following checklist before submitting the application

A copy of both the food and drinks menus

Map showing location of 'sensitive' locations, e.g. schools, early childhood facilities, hospitals and churches

Copy of host responsibility policy – for high risk premises please also include an alcohol management plan explaining how you will implement the points of the policy

Letter of authorisation if a consultant is completing this form on your behalf

Office use only

Date received:

Calculate your application fee

- **Class 1 restaurants** – restaurants with a significant separate bar area which, in the opinion of the DLC, operate that bar at least one night a week in the nature of a tavern (such as serving alcohol without meals to tables situated in the bar area)
- **Class 2 restaurants** – restaurants that have a separate bar (including small bar areas) but which, in the opinion of the DLC, do not operate that area in the nature of a tavern at any time
- **Class 3 restaurants** – restaurants that only serve alcohol to tables and do not have a separate bar area

Select your premises type:

Type of premises	Points
Class 1 restaurant, nightclubs, taverns, adult premises	15
Class 2 restaurant, hotels, function centres, universities, polytechnics	10
Class 3 restaurant, other premises not specified	5
Theatres, cinemas, BYO restaurants, cellar doors	2

Premises points:

Select the latest time you intend to sell alcohol:

Latest alcohol sales time	Points
2am or earlier	0
Between 2.01am and 3am	3
3am onwards	5

Trading hours points:

Select the number of enforcement findings:

Number of enforcement findings in the last 18 months	Points
None	0
One	10
Two or more	20

Enforcement points:

Add the premises points, trading hours points and the enforcement points together to get the total:

Premises points: Trading hours points: Enforcement points: Total points:

Use the table below to work out the fee payable:

Total points	Risk rating	Application fee (GST inc)	Annual fee (GST inc)	Total fee required
0 – 2	Very low	\$368.00	\$161.00	\$529.00
3 – 5	Low	\$609.50	\$391.00	\$1000.50
6 – 15	Medium	\$816.50	\$632.50	\$1449.00
16 – 25	High	\$1,023.50	\$1,035.00	\$2058.50
26 plus	Very high	\$1,207.50	\$1,437.50	\$2645.00

APPLICATION FOR ON-LICENCE RENEWAL

Section 127 (2), Sale and Supply of Alcohol Act 2012

TO the Secretary, Dunedin District Licensing Committee

Application for the renewal of an on-licence is made in accordance with the particulars set out below:

Contact person

Name:

Phone:

Email:

Postal address for service:

Postcode:

Applicant details

Applicant status (please select from the below options)

Individual

Partnership

Body corporate

Public company

Private company

Club

Trustee

Local authority

Licensing trust

Government department or other instrument of the Crown

Manager under the Protection of Personal Property Rights Act 1988

Board, organisation or other body

Full legal name or names to be on the licence:

Legal name(s) of the person(s) or organisation that will receive any proceeds from alcohol sales. Include any other names you may be known by.

Address:

Occupation:

Phone:

Email:

Applicant's place and date of birth (if an individual):

Gender (if an individual):

Have there been any changes to the licensee status? Yes No

A change would include a change of any shareholders, directors or partners.

If yes, please outline the changes:

Is this your principal business? Yes No

Please state any other businesses:

Criminal convictions

Has the applicant or any director or shareholder been convicted of an offence? Yes No

Please state all criminal convictions other than convictions for offences against provisions of the Land Transport Act 1998 not contained in part 6, and convictions for offences to which the Criminal Records (Clean Slate) Act 2004 applies.

Full Name	Conviction	Date of Conviction
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Details of premises

Trading name:

Name of the building (if applicable):

Address of the premises:

Postcode:

Does the building have a current building warrant of fitness (BWOF)? Yes No

What is the maximum occupancy of your premises including outside areas?

Please describe in detail the number and nature of the toilet arrangements, e.g. number of male and female toilets, number of urinals, unisex facilities and accessible facilities:

Fire evacuation declaration – Fire and Emergency Act 2017

Which of the following fire evacuation statements applies to you?

If unsure, check with Fire and Emergency New Zealand.

The owner of the building in which the premises is situated provides and maintains an evacuation scheme as required by section 76 Fire and Emergency Act 2017

Because of the building's current use, the owner is not required to provide and maintain an evacuation scheme

Because of the nature of the building, the owner is exempt from the requirement to provide and maintain an evacuation scheme

Signed:



Date:

Details of conveyance

Type of conveyance (e.g. ship, bus or train):

Trading name of conveyance:

Registration number:

Address where based:

Postcode:

Business details

What is the general nature of the business to be conducted under the licence?

☐ Tavern/bar ☐ Café/restaurant ☐ Hotel ☐ Nightclub ☐ Entertainment ☐ Other (specify)

On which days and during which hours do you sell alcohol:

Day Mon Tues Wed Thurs Fri Sat Sun

Start time

End time

Are there any changes to the current licensed hours? Yes No

An extension to the existing hours may require resource consent, check with City Planning staff.

If yes, describe changes:

What designations apply to the premises?

☐ Undesignated (people of any age are permitted)

☐ Supervised (people under 18 years must be accompanied by a parent or legal guardian)

☐ Restricted (people under 18 years not permitted)

Is the applicant seeking any changes to the current licensed areas or designations?

Yes No If yes, provide details:

Is accommodation provided? Yes No

Is the sale of alcohol the principal purpose of the business? Yes No

If no, provide details:

Does the applicant supply or sell any goods other than alcohol and food?

Yes No If yes, provide details:

Does the applicant provide any services other than those related to the sale or supply of alcohol or food?

Yes No If yes, provide details:

Manager details

Provide the below details for each manager or proposed manager.

Full name	Date of birth	Manager's certificate number	Expiry date
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Conditions

- 1) What provision does the applicant make for the sale and/or supply of:
 - i. food (describe type and range and when it will be served, attach menu)
 - ii. non-alcoholic drinks (describe type and range)
 - iii. low-alcohol drinks (2.5% alcohol by volume or less, describe type and range)
- 2) To what extent, and where, will drinking water be freely available to patrons?
- 3) If no access to mains water supply is available, how will clean drinking water be made available?
- 4) What steps are taken to provide help with, and information about, transport options from the premises?

- 5) What steps are taken to prevent the sale and supply of alcohol to prohibited people? (minors and intoxicated people)
- 6) What other steps does the applicant take to promote the responsible consumption of alcohol?
- 7) How does the applicant staff the premises to ensure compliance with the Act? Please provide the number of staff and their experience.
- 8) For high risk premises, what arrangements will be made for security staff?
- 9) How does the applicant train staff to ensure compliance with the Act?

Signed:

Date:

Place:

Privacy statement

The information you provide in this application, and any supporting documents, will be used by the Dunedin City Council to process your application under the Sale and Supply of Alcohol Act 2012. The information will be shared with the Dunedin District Licensing Committee (DLC), Dunedin District Licensing Inspectors, Police and the Medical Officer of Health as part of the approval process. If required, the information may form part of a public hearing before the DLC and may be used in any subsequent decision relating to your application. The decision will be publicly available.

If your application is publicly advertised, the associated information will be publicly available.

The DCC is required to keep a statutory register of all alcohol licence applications and anyone can request a copy of that information under the Local Government Official Information and Meetings Act 1987. This information may also be used or shared for other purposes in line with the Privacy Act 2020. If you would like a copy of the personal information we hold about you, or to have the information corrected, please contact us at privacy@dcc.govt.nz or 03 477 4000.

2025

Alcohol & Venue Management Plan

University of Otago

University of Otago

ALCOHOL & VENUE MANAGEMENT PLAN

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Overview & Stakeholders

The University of Otago (UoO) holds a licence under the Sale and Supply of Alcohol Act 2012. Activities under the licence are the immediate responsibility of the University of Otago Union - the structure of which is set out below. The licence authorises on-licensed activity within four defined premises: The Staff Club, Auahi Ora, the University Union Events Footprint and U-Bar.

The Staff Club is located within a stand-alone building on campus and the other premises comprise defined areas within the Student Union Building - as depicted on the diagrams which are included in this Alcohol & Venue Management Plan (AVMP).

In addition, the licence includes a caterer's extension authorising the delivery of alcohol to independently promoted events from within the defined area of the Student Union shown on the diagram included in this AVMP.

UoO understands and accepts its responsibilities as a licensee and will ensure that the requirements and expectations of the Sale and Supply of Alcohol Act 2012 are adhered to.

As a licensee under the Sale and Supply of Alcohol Act 2012, the University of Otago is committed to achieving the Object of the Act which requires that:

- the sale, supply, and consumption of alcohol should be undertaken safely and responsibly, and
- the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

To achieve the Object of the Act the University will ensure that activities conducted under the licence:

- are deliberate, considered, and optimised towards minimising alcohol related harm; and
- are purposefully chosen, having actively considered the environment in which the licensed premises and catered venues are located, and the nature of our majority student/ youth clientele; and
- acknowledge the vulnerabilities of the student/ youth community connected to the University and work to mitigate adverse consequences of those vulnerabilities.
- reflect awareness that, although our activities might be undertaken safely and responsibly, they can contribute to alcohol-related harm elsewhere.

As licensee the University of Otago will seek to maximise its ability to minimise alcohol-related harm by:

- considering the University of Otago's wider pastoral care obligations and applying these, as appropriate, to its licensed activities.
- working closely with Campus Watch which provides pastoral care across campus 24/7, and is an integral part of the University of Otago's wider pastoral care activities; and
- actively engaging and working in partnership with the local alcohol reporting agencies and the Dunedin District Licensing Committee; and
- actively engaging with the Otago University Student Association (OUSA) (and, through it, with its affiliated groups), Te Rōpū Māori Student Association and other relevant groups including but not limited to: the Red Frogs (operated by Citipointe Church); the Sophia Charter (Multiagency); the Good One Register (Multiagency); Red Light New Zealand and Students for Sensible Drug Policy .

Harm Minimisation Activities undertaken by The Union

As stated above, the Unions approach to licensed activities is deliberately considered and carefully chosen to minimise alcohol-related harm. Set out below are the details of the Union achieves this:

- The **hours** of our licensed activities are appropriate for our clientele and are aimed at creating opportunities for our students and young people to socialise and find entertainment at our supervised and alcohol-controlled venues.
- Our **prices** are carefully set to balance the financial stability of our venues, with responsible access to alcohol, and with maximising the attractiveness of our venues to students and young people.
- The focus of our activities is on **entertainment** rather than the consumption of alcohol, as we offer live music, we host events for student clubs, and provide comfortable environments for our students and young people to relax and socialize.
- We offer a wide **selection** of food, non-alcoholic drinks, and alcoholic drinks at a range of prices to provide variety and shift the focus away from the consumption of alcohol.
- Our venues offer a **community** for our students and young people, with our well-trained staff being friendly, warm, and approachable to build a relationship with our clientele so we can better manage our premises.
- We **consult** with our community and with wider strategic partners to ensure what we offer is attractive, and how we engage with our clientele is effective.
- Our **training and operations** are based on evidence based best practice methods, and we utilise resources created by Te Whatu Ora, the Health Promotion Agency (HPA), and other government agencies and key harm-reduction organisations.
- We actively **work in partnership** to enhance our capacity for harm reduction with the University, and with other harm reduction organisations.

This AVMP is intended as a practical and workable document that outlines the plans UoO has in place to ensure the responsible service and management of alcohol. The plan is to make sure that all aspects relating to the sale of alcohol and host responsibility requirements are incorporated into the operation of the licence. It also provides a reference tool for the management and employees to enable them to familiarise themselves with specific management controls and conditions with regard to alcohol.

This AVMP is a living document that will be reviewed annually in February for the year following or more frequently if regulatory or operational needs require. Subject to any of the overriding conditions of the licence, this plan can be updated or amended as required, including for the following reasons:

- Changes in Sale and Supply of Alcohol Act 2012.
- Changes to the Local Alcohol Policy.
- Changes in detail such as menus, staff, security providers, and contact details.

Where any proposed amendment represents a more than minor change to any mode of operation under the licence UoO will consult with regulatory agencies, as part of the District Alcohol partnership (DAP) before that change is made.

As part of our ongoing relationship with key stakeholders of the University, and to ensure the best outcomes for all our customers, including students, we will also actively engage with relevant stakeholders (including those identified above) and consult with them as appropriate on any significant changes to this AVMP.

Upon any amendment being made a revised copy of this AVMP can be viewed at any time upon request by the regulatory agencies.

The Sophia Charter/ Te Kawenata Sophia

As part of UoO's commitment to social responsibility and in collaboration with the stakeholders listed in the Sophia Charter we will work towards supporting student social activities in a manner that minimises alcohol related harm by providing well supervised and safe environments in our licensed premises, as part of our catering licence and in support of OUSA events where we can add value and assurance. <https://www.otago.ac.nz/about/social-responsibility/sophia-charter/>

Other University Harm Minimisation Activities

In addition to the activities which form a key part of its work through the Sophia Charter, the University engages in many other activities which are directed in whole or in part at Alcohol Harm Minimisation. These include:

- Education in connection with use of alcohol - delivered through Residential Colleges and the Locals' Programme
- Support and Counselling in connection with alcohol use - provided through Student Health, Residential Colleges, the Pacific Islands Centre, and Te Huka Mātauraka
- Welfare management provided through Residential Colleges and Campus Watch
- The setting and enforcement of behavioural expectations (including in connection with alcohol use) through Residential College Rules and the Student Conduct Statute <https://www.otago.ac.nz/administration/policies/otago029948.html>
- Control of alcohol on campus through the Alcohol Regulations 2014 <https://www.otago.ac.nz/administration/policies/otago081807.html>

The University also undertakes extensive teaching and research relevant to Alcohol Harm Minimisation.

As the division of the University with responsibility for licenced activities on campus, the University Union will engage with those responsible for these activities and, where relevant, co-operate with them in their activities and in the management of the activities under the alcohol licence .

This AVMP is presented in two sections. Section One describes requirements of the licence common to all licensed venues on campus including the catering licence. Section Two will provide specific details that are unique to each of the licensed venues.

Section One

The University of Otago Union

All activities under the licence are managed by the University of Otago Union (“the Union”) which has operational responsibility for ensuring that the requirements of the Act, the Licence and this AVMP are met.

Operational Structure

University Union Organisation Structure – 2025

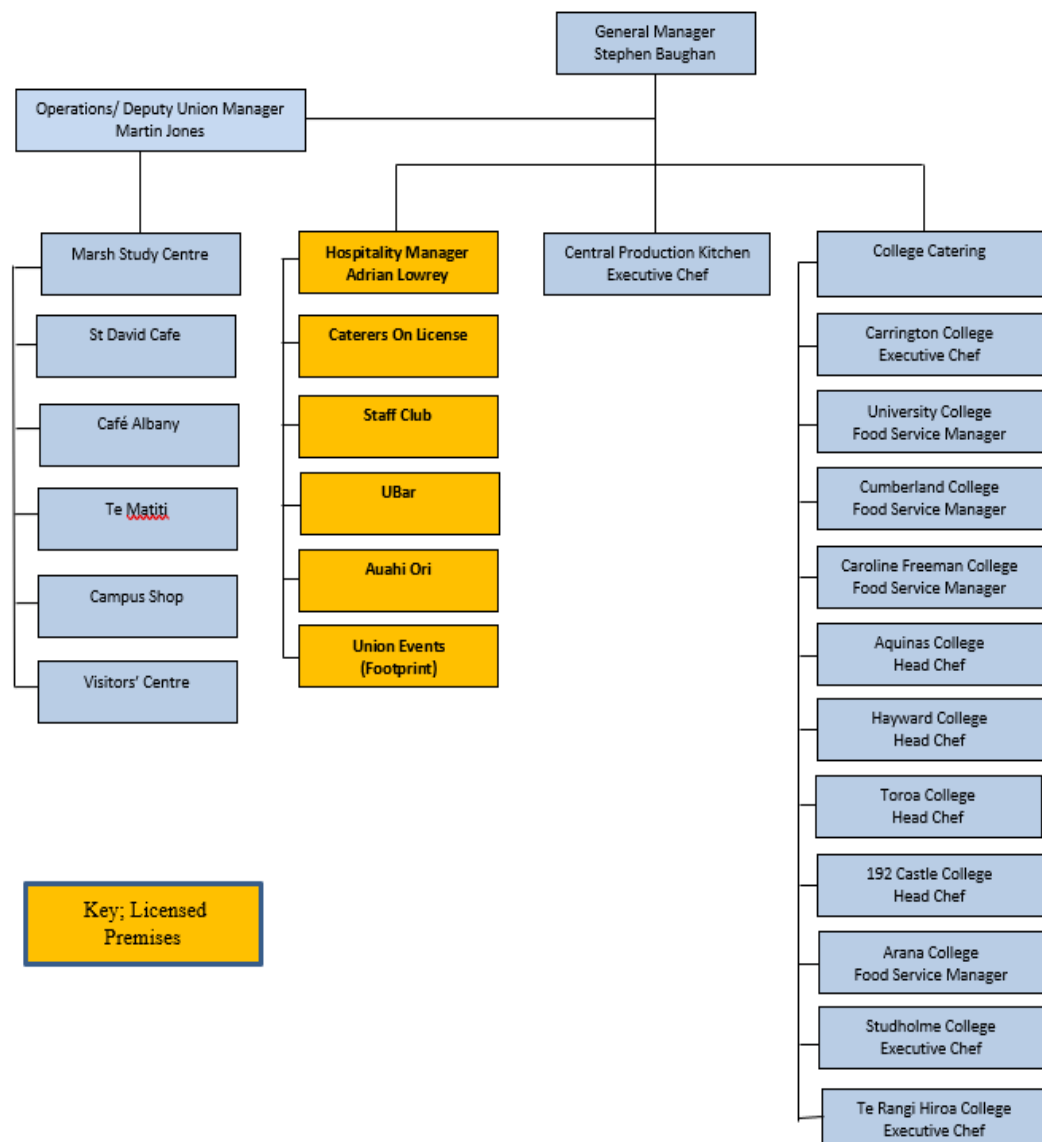


Fig.1

Management of Licensed Venues

The Hospitality Services Manager (HSM), reporting to the Union General Manager, is immediately responsible for the overall management of the business. The venue Duty Manager(s) are responsible for the day-to-day running of the licensed venues.

The Duty Manager is in control of the running of the venue on shift and will take control of any situation that may lead to a breach of the provisions of the Act.

Target Market

Our target market is students, staff, visitors for both casual and events.

Hours of Operation

Venue	Current Operating Hours	Licensed Hours
Union Bar (UBAR)	Wednesday to Saturday 2030 - 0300	1600 - 0300
Staff Club	Regular Hours: Monday to Friday 0800 - 1600 <i>Events: Evenings & weekends</i>	1200 - 0100
Auahi Ora	Monday to Friday 0900 - 1600	1600 – 0100
University Union – Events Footprint	As arranged for specific events.	1600 - 0100
Catering On Licence	As required by event promoter	1200– 0100

Venue Safety and Maximum Capacities

The maximum capacities of the on-licensed areas and of those parts of the Student Union used for Events are as depicted on the diagrams included in this AVMP.

Where an event is catered at a venue for which the capacity is not included in this plan, the agreement with the promoter will confirm the appropriateness of the venue for the numbers catered to.

Health and Safety compliance in connection with the premises and activities covered by this AVMP is assured through University's Workplace Health and Safety Management System:

<https://www.otago.ac.nz/health-safety/management/index.html>. It is acknowledged that the adequacy of ventilation within premises is an issue that is required to be managed.

University of Otago Campus Location of licensed Premises

- Licensed venues in the block vicinity indicated by arrows.



Designation of the Premises:

The designations in force for our licence are:

Undesignated	University Union The Staff Club Auahi Ora University Union Events Footprint
Supervised	Union Bar (UBAR)

Undesignated Area - persons of any age may be in this area regardless of whether they are accompanied by a parent or legal guardian. They may consume alcohol, but they may not purchase it. Any alcohol consumed by a minor must be purchased by the parent or legal guardian and supplied to the minor by that person.

Supervised Area- persons under 18 may be present only if accompanied by a parent or legal guardian. They may consume alcohol, but they may not purchase it. Any alcohol consumed by a minor must be purchased by the parent or legal guardian and supplied to the minor by that person.

Minors

The only forms of ID that have been approved under the Sale and Supply of Alcohol Regulations 2013 are.

- Any current passport
- A current New Zealand photo driver's licence
- HANZ 18+ card (NB. valid 10 years from date of issue, no longer issued)
- Kiwi Access card

Anyone under the assumed age of 25 must be asked for ID by bar staff before any service of alcohol, even if there is a doorman on.

If someone cannot produce any ID, the situation is to be referred to the Duty Manager.

A date of birth chart is below and is also available for staff reference at the (tills, & notice board).

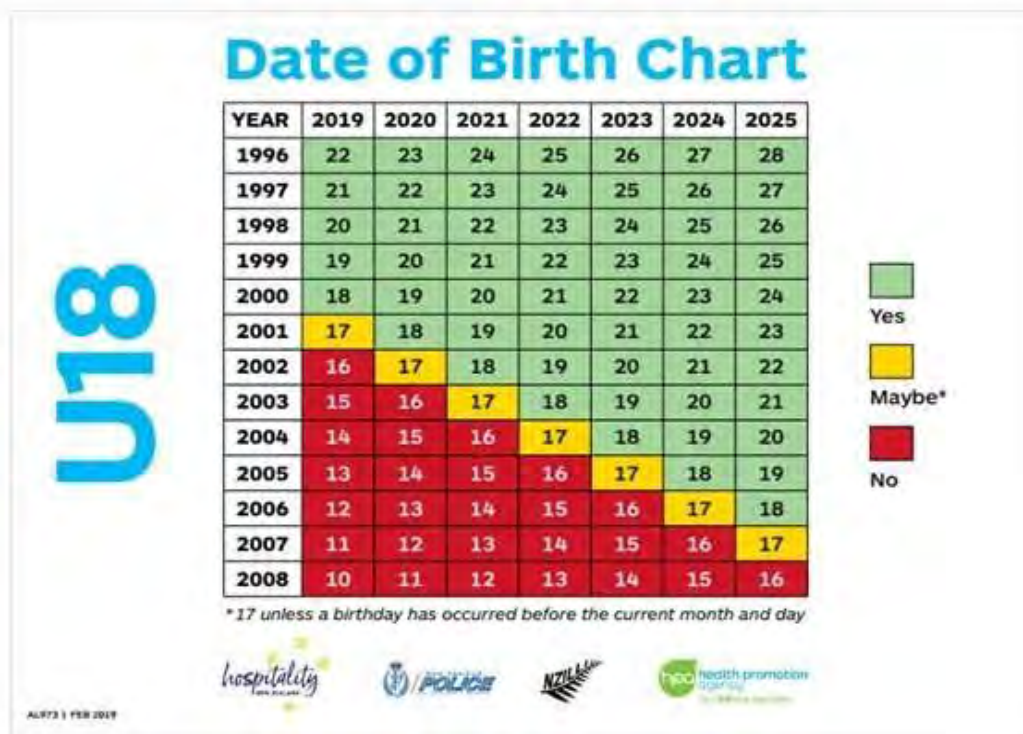


Fig. 2

Intoxication

Offences: Sale and supply of alcohol to an intoxicated person (S. 248), allowing a person to become intoxicated (S.249), allowing intoxication on licenced premises, allowing disorderly conduct on licensed premises (S253).

Additional offence: Irresponsible promotion of alcohol (S. 237), Sale of spirits in vessels exceeding 500 ml (S. 254).

Intoxication definition (S.5) – Intoxicated means observably affected by alcohol, other drugs, or other substances (or a combination of 2 or all these things) to such a degree that 2 or more of the following are evident:

- a) Appearance is affected.
- b) Behavior is impaired.
- c) Co-ordination is impaired
- d) Speech is impaired

How to identify an Intoxicated customer

The below tool should be used to assess intoxication. A copy of this is available for staff reference (on the notice board).

Intoxication assessment tool			
Indicators may include but are not limited to:			
	Sober	Influenced	Intoxicated
Speech	Coherent, clear speech, normal tone/volume, may be talkative.	May be overly talkative, opinionated and interrupts, may stumble over words, becoming loud, inappropriate language, jokes, comments.	Slurring, difficulty forming words, loud, repetitive, loses train of thought, nonsensical, unintelligible.
Coordination	Coordinated, balanced, standing without help or support.	Slowed or delayed reactions, swagger or occasional staggers or sways.	Spills drinks, stumbles, trips, weaves, walks into objects, unable to stand unaided or sit straight.
Appearance	Tidy, clear eyes, alert.	Vacant or blank expression, smell of alcohol on breath, may look untidy.	Bloodshot eyes, eyes glazed, inability to focus, tired, asleep, dishevelled.
Behaviour	Behaving sensibly but may be more relaxed.	Overly friendly or withdrawn, inappropriate or risky actions, argumentative, annoying, fading attention, increased consumption rate.	Seriously inappropriate actions or language, aggressive, rude, belligerent, obnoxious behaviour affecting other customers.
Intoxication definition	Monitor & serve responsibly	Intervene	Deny & remove

INTOXICATED means observably affected by alcohol, other drugs, or other substances (or a combination of two or all of those things) to such a degree that two or more of the following are evident: (a) appearance is affected; (b) behaviour is impaired; (c) coordination is impaired; (d) speech is impaired.

Fig. 3

What to do:

1. Inform your manager immediately
2. Stop service
3. Inform your team to stop service
4. Highlight the customer
5. Support your peers

What management will do:

1. Remove the customer
2. Get the customer to a place of safety e.g Taxi
3. Offer the customer (bottled) water at door
4. Inform the customer's friends

This customer cannot be on the premises unless it is not safe to remove them, in which case they will be put in our Place of Safety while transport home can be arranged for them.

Anyone put into the Place of Safety (Safe Zone) should be recorded in the incident report.

Place of Safety (Safe zone)

Despite the best measures, people can still become intoxicated and may need help. To address this, we have a Place of Safety where they can be looked after. Our designated 'Place of Safety' is indicated on the site plans.

It is well-lit, relatively quiet, and out of the way, and ensures people in need of care will not disrupt or be disrupted by other customers. Anyone requiring medical assistance or assessment for intoxication can be taken here and cared for properly. Under no circumstances can anyone be left unattended in the Place of Safety. A designated staff member or security staff specifically assigned to the unwell customer must focus on the customer's wellbeing for the duration any customer is within the Place of Safety and assist until responsibility for their care can be passed to an appropriate third party.

Safe Transport

We have a range of transport information available: Clear and prominent signage will be displayed behind the bar.

- The university safety patrol car operates between 11pm till 3am
- Dunedin Taxis (03)477 7777
- City united taxis (03) 477 1771
- Green Cabs (03) 464 7336

Staff will assist to ensure safe transport options.

1. These details are on a poster by the bar.
2. Our phone is available to our customers for this purpose
3. Wifi is available if someone needs to use it for Uber/Ola

Signage

The following required signage is displayed:

Food Available	Bar & Point of Sale
Free Water Available	Bar & Point of Sale
Copy of Licence	At the principal entrance
Licenced Hours	At the principal entrance
Full name of Duty Manager	At the principal entrance
Host Responsibility Statement	Point of sale
Alternative Forms of Transport	Point of sale
Prohibited Persons (Minors and Intox)	Point of sale

In addition to required signage, additional signage will be displayed in support of harm minimisation activities and services. Such signage may include information regarding Te Whare Tāwharau, RU OK, Red Light New Zealand, the Good One Register and drug harm reduction materials. Information about the complaints process will also be appropriately displayed.

Staff Training

A digital Duty Managers Register will be checked regularly and updated with any change in personnel. UoO, will ensure that all staff (including casual staff) are appropriately trained in their responsibilities under the Act and this AVMP, we will keep written training records as provided to the licensing inspector.

Areas to be covered in training are.

- Induction
- Health and Safety
- Host Responsibility Statement
- The law and our licence
- How to prevent/limit/deal with intoxication
- Assessing customers for intoxication
- Supply to minors
- Management of incidents of apparent harassment, including sexual harassment
- Customer removals/how to hand over responsibility for welfare/when to call the police.
- Effective communication with other staff and patrons
- Food Control Plan

In addition to general training, appropriate inductions will be provided to all staff before events and in relation to any anticipated out-of-the-ordinary elements of regular shifts.

All staff will be expected to complete the “ServeWise” www.servewise.alcohol.org.nz online module and will be entitled (on presentation of their certificate of completion) to being remunerated for their time doing so.

We also encourage all staff senior to obtain their LCQ and manager’s certificates. UoO will meet the cost for this training on the understanding that the staff member works for at least 6 months after obtaining the qualification.

The responsibility for signing off training is with the Venue Supervisor/Duty manager. All documentation will be kept on record for internal auditing purposes as well as being available to any agencies at any time upon request.

Training processes will be linked to annual performance review.

Training Register

[illegible]

Fig. 4

Observation and Management

Managers can proactively observe and manage customers. Sufficient staff will be always rostered to ensure managers are not diverted from their responsibilities to do so by unmanageable requirements to serve behind the bar, carry out administrative tasks in the office, or any other distraction.

Managers, security and bar staff alike will monitor customers for signs of intoxication throughout the night. Staff will assess customers when they come to the bar or are serving them at their table. Managers and security staff will circulate the venue and keep a keen eye on all customers. Those who show signs of intoxication will be spoken to and assessed thoroughly and appropriate intervention will take place.

Managers and security staff will assess all customers as they enter the venue for signs of intoxication. Those who show signs of intoxication will be refused entry, as will anyone we believe has been ‘pre-loading’ or ‘sideloading’ and is likely to become intoxicated once the alcohol already consumed is absorbed. Customers will also be denied entry if security or managers believe they are likely to cause other problems in the venue, such as being violent or quarrelsome to maintain a safe environment for everyone.

Alcohol Promotions

All alcohol promotions adhere to the National Guidance on alcohol promotions – on-licensed premises. Additionally, the University licensed premises will adhere to the Prohibited Activities policy under the University Alcohol regulations 2014. Venues will not actively advertise alcoholic beverages and will take all practical steps to ensure no third-party advertising of the same will take place on campus (www.otago.ac.nz/administration/policies/otago081807.html) or on University media.

Incident Report/Manager book

Any incidents which disturb or detract from the enjoyable and safe atmosphere within our venue or surrounding area or which have involved the administration of First Aid are noted down on shift and recorded in the incident report/shift report book.

The duty manager, security, and any senior staff working are responsible for making notes and reporting incidents in the Shift's logbook. The manager is responsible for acting upon the reports, and always the key responsibility is the safety of both staff and customers.

Please refer to the Risk Management Plan (RMP) (appendix 1) for further information

Incident report Form

Name and contact		
Date and time		Shift DM:
Location	Outside/bar/ main room/stage room/toilets/entrance/band room	
Other details		

If contracted from another company please state along with work type.

Company:

Supervisor:

Incident type:	Fake ID	Threats	Intoxication	Refusal to leave	Intentional damage
	Fighting	Assault	Theft	Urination	Trespassed
Other:					
Response:	Warning	Removal	Trespass warning	Force	
If force used reasoning:					
ID obtained:	Yes/No	Name			
Description: Age/Gender/Race					

Please indicate times if there is any possibility security cameras may have caught the incident

Injuries:	Yes/No	Staff and/or patron:
Medical attention: (Including first aid)	Yes/No	Details of injury:

Contacts called	Time:	Details: Time stayed/Information given/Helpfulness/Time arrived
Campus watch		
Police		
Ambulance		

Description of incident

--

Fig. 5

Provision of Food and Other Beverages

Substantial food is always available while we are open for the sale and supply of alcohol. In bar areas food will be promoted to customers through signs and menus, and by our staff.

Water will be freely available from a self-service water station located at the bar. If the venue reaches 50% of the total capacity, then it's the manager on duty's responsibility to have a second water station which will be located at the bar as well.

We stock a range of non-alcoholic and low-alcohol beverages, as are set out on our menus.

Functions and Events

We undertake functions and events suitable and appropriate to the style of venue. Examples include alumni events, academic, professional and corporate conferences, weddings, birthday events, product launches, etc.

Functions and event management will be tailored to the occasion.

- We will brief staff on the function/event details before each occasion.
- All staff will be reminded about the responsibilities under the Act, including intoxication.
- We will ensure that the person organising the function/event is aware of customer behavior expectations, our obligations regarding intoxicated persons and minors, and that any decisions by the Manager on Duty are final.

All functions and events will have food options, non and low-alcohol beverages options, and free water, available always.

Safe Drinking Environment

- We will ensure that empty glasses and bottles are cleared promptly
- Violent, quarrelsome, insulting, or disorderly customers will not be tolerated on the premises and will be removed.
- We will regularly check to ensure that the toilet facilities are kept clean and safe
- We display our host Responsibility Statement at the venue.

All staff are responsible for bringing any customer behavior concerns to the attention of the Duty Manager.

The Duty Manager will take control of any situation that may arise.

Noise Management

As the business is that of hospitality, it is automatically deemed to be potentially high risk in terms of adverse noise levels, nuisance, or vandalism.

All premises will adhere to the submitted noise management plan while lawfully operating & the Duty Manager is responsible for monitoring the noise and music levels and ensuring that they are kept to a reasonable level.

- All staff will be made aware of neighbours and acceptable levels of noise and will bring any concerns to the Duty Manager.
- Bottles will not be emptied into outside rubbish bins at a time that could annoy neighbors.
- Limiters on the stereo system/placement of speakers & bass speakers outside.

Should the unexpected occur and a noise complaint be received, it will be dealt with initially by the Duty Manager.

We have a Noise Management Plan that all Duty Managers are aware of.

Noise Plugs will be available to staff on request.

Security Plan & Campus Watch

Security is externally contracted.

The number of Security personnel is determined having regard to the nature of the event (including the numbers attending) and the details of the venue - including points of ingress and egress. All security staff must display a current COA when working and adherence will be monitored by the UoO.

Appropriate event specific briefings will be held with security staff. The general role of the security staff includes ensuring prohibited persons do not gain entry to the premises, checking ID, 'roaming' through the premises to monitor patron behavior and keeping the immediate outside environment to an appropriate level of behavior.

Should any incident occur that is beyond the control of the manager on duty, the Police will be called.

Campus Watch provide custodial care across campus 24/7, they are not regarded or relied on as a security resource but act as an integral part of the Unions pastoral care for vulnerable students.

Licensed Premises Inspections:

As part of our licence, we may have periodic checks from the following agencies: Police, Council Licensing Inspectors & Medical Officer of Health compliance officers.

Police, licensing inspectors & Medical officers may ask for assistance from licensees, managers, and staff on a visit to licensed premises. Assistance must be given and it is an offense not to do so.

Police, licensing inspectors & Medical officers are not required to identify themselves in their monitoring and enforcement roles when on licensed premises.

The Duty Manager will be the main liaison with the agency representatives and assist them as required.

The Duty Manager and Security on the shift will introduce themselves to the agency and

1. inform of any possible intoxication,
2. inform of any minors accompanied by a parent or legal guardian, and the place they can be located on the premises,
3. Advise of any issues so there would not be misunderstandings.
4. Ensure these agencies are welcomed and can walk through without incident. Any visits and inspections by the agencies will be recorded (in the manager log)

Complaints Process:

We will take any issues raised with us seriously and will commit to resolving any issues as quickly and effectively as possible.

In the first instance, issues or complaints may be raised with the relevant Duty Manager. This can be done in person, by telephone, email. Contact details will help us report back on issues raised.

Complaints may also be raised at any time with the Union General Manager: (stephen.baughan@otago.ac.nz).

All complaints will be investigated and any appropriate action required to resolve the issue, taken. Complainants will be responded to as soon as practicable and will be advised of any actions taken.

We will also keep a copy of all issues raised and actions taken in response for our records

Section Two

Union Bar (UBAR)- Supervised Licence

640 Cumberland St, Dunedin 9054

Opening Times

Wednesday to Saturday 2100 – 0100 (Term time only)

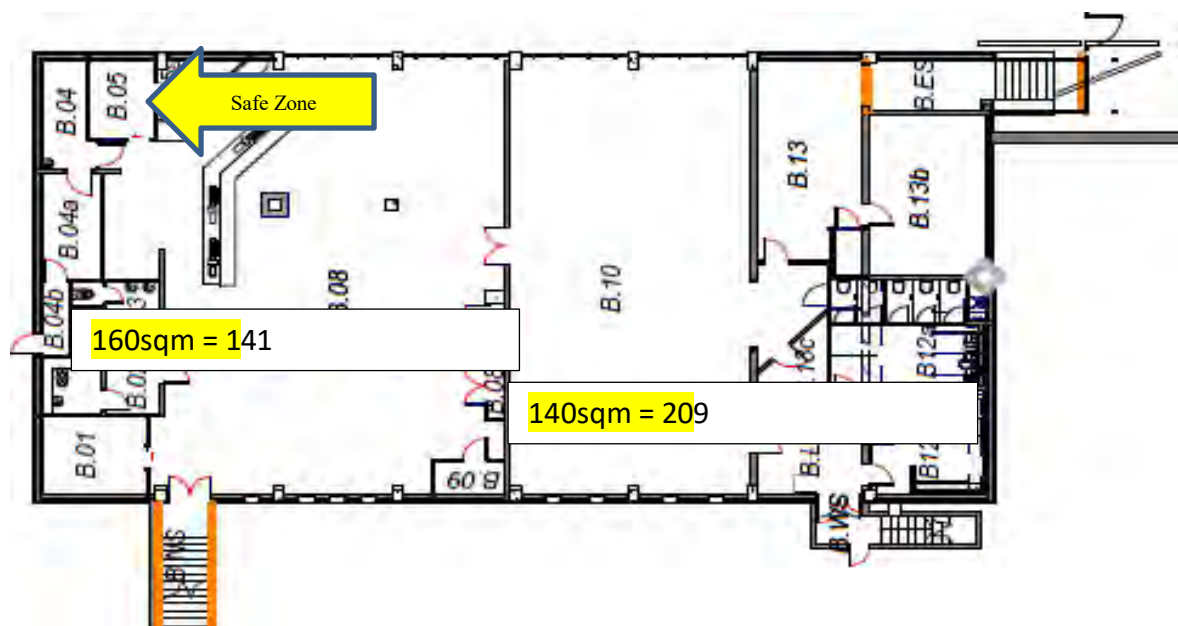
Licensed 1600 – 0300

One Way Door policy 0230

Capacity 350

Class of Venue

Tavern/bar/Nightclub, comprising 2 main areas as well as a band waiting room (Green Room)



Staffing

Security of between 3 – 6 Wed-Sat,

Bar staff 3 – 10 including Duty manager, depending on ticket sales.

Patrons are ID checked and assessed for intoxication at the door. Continuous assessment of patrons inside the venue for Intoxication and/or behaviour.

All incidents are communicated to the Duty manager and head of Security. All Incidents to be entered into the Incident Report Form.

Staff will ensure that any person removed from the venue due to intoxication is assessed and supervised until responsibility for their care can be passed on to an appropriate third party such as campus watch or suitably responsible friends. If this cannot be achieved, then the person will be cared for at the above indicated Venue Safe Area until such arrangements can be made. (Refer section 252(3), Sale and Supply of Alcohol Act 2012).

UBAR Host Responsibility



U Alcohol will not be served to minors.

U Intoxicated people are not permitted in our venue and no alcohol will be sold to anyone who is intoxicated.

U If you look under **25**, we will need to see a current legal form of identification.

- NZ Drivers licence
- Passport
- Kiwi access card

U We have safe transport options, please ask our staff

U Alcohol bought into Union Bar is not permitted and will be confiscated.

U There is always free water available at the bar

U Food is always available for purchase.

Our Host RESPONSIBILITY

- We provide and actively always promote food options for purchase. Menus are always visible.
- We provide and actively promote a range of low-alcohol and non-alcoholic drinks, including, low-alcohol beer, Juice range and soda. Water is always available and free of charge.
- It is against the law to serve alcohol to minors. If we are in doubt about your age, we will ask for identification.
- Customers who are visibly intoxicated will not be served alcohol, will be asked to leave the premises, and will be encouraged to take advantage of safe transport options.
- Our policy is zero tolerance for aggressive, coercive, or violent behaviour.
- We promote a range of transport options to get you home safely. These include taxi services or campus watch.
- We encourage people to have a designated driver. We will make the driver's job more attractive by providing free non-alcoholic beverages. Please let us know if you are the designated driver.
- We make sure all these services are well promoted - you won't have to go looking for them.
- We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly.
- We pride ourselves on being a responsible host.

Food Menu



Food Available

Toastie	\$3
<ul style="list-style-type: none">- Ham and Cheese- Corn and Cheese- Pineapple and Cheese	
Hash Brown sticks	\$3
Large spring roll	\$3

Water is always available please ask staff

UNIONBAR

<u>PRODUCT</u>	<u>PRICE</u>
BOTTLED BEER	
Zeffer Cider	\$11.00
Corona	\$10.00
Steinlager Pure Light 2.5%	\$ 8.00
ON TAP	
Speights GMA handle	\$ 8.00
Speights Summit ultra	\$ 8.00
Emmerson's Super Quench	\$12.00
Speights Jug	\$13.00
SPIRITS & LIQUEURS	
Smirnoff Vodka	\$10.00
Gordons Gin	\$10.00
Jose Cuervo Gold Tequila	\$10.00
Bacardi White Rum	\$10.00
Coruba Dark Rum	\$10.00
McKenna Bourbon	\$10.00
Johnny Walker Red Whisky	\$10.00
Bombay Sapphire	\$11.00
Jack Daniels	\$10.00
Jameson	\$10.00
Absolut Vanila	\$ 9.00
Jägermeister	\$10.00
Galliano Amaretto	\$11.00
Galliano Yellow	\$11.00

<u>PRODUCT</u>	<u>PRICE</u>
Galliano Black	\$11.00
Galliano White	\$11.00
Baileys	\$ 9.00
Kahlua	\$ 9.00
Frangelico	\$11.00
Midori	\$10.00
Suntory Lena	\$10.00
Suntory Blue Curacao	\$10.00
Archers Peach Schnapps	\$ 9.00
Apple Sourz	\$ 9.00
Malibu	\$ 9.00
Southern Comfort	\$ 9.00
Vok Butterscotch	\$ 9.00
Vok Triple Sec	\$ 9.00
WINE	
Kopiko Bay Sauvignon Blanc	\$ 9.00
Kopiko Bay Piot Gris	\$ 9.00
Kopiko Bay Pinot Noir	\$ 9.00
NON-ALCOHOLIC	
McCoy Range Glass (Orange, Apple, Cranberry, Pineapple)	\$ 4.00
Post mix	
(Pepsi, Pepsi Max, Lemonade, Ginger Ale)	
V Can	\$ 4.00
RTDS	
Coruba & Cola	\$ 9.00
Smirnoff Soda Range	\$ 9.00
Gordons Pink Gin	\$ 9.00

The Staff Club – Undesignated Licence

80 Union place West, Dunedin 9054

Opening Times

Monday to Friday 0800 - 1600

Saturday – Sunday opens for events.

Licensed 1200 - 0100

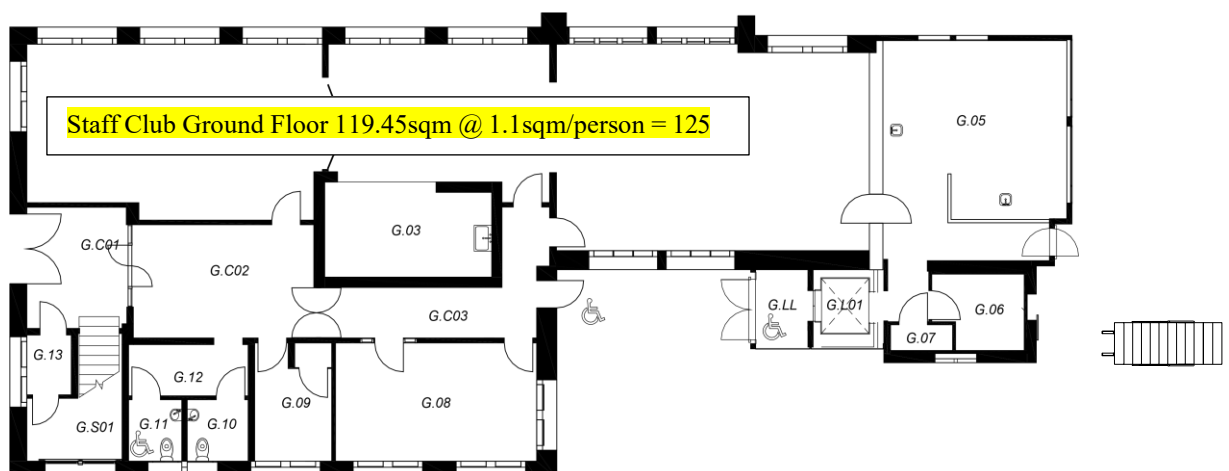
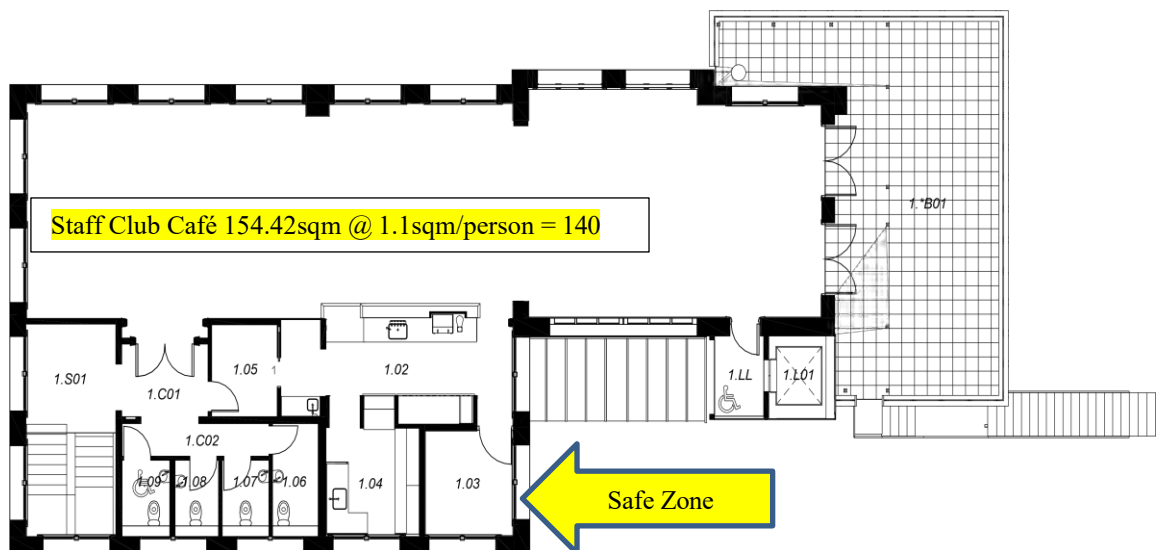
Capacity 271 (Ground & 1st Floor)

Class of Venue

Café/Restaurant/Events

Staffing

Staffing dependent on event, ID checked at bar for any patron who looks 25 or under.



Host Responsibility



- Alcohol will not be served to minors.
- Intoxicated people are not permitted in our venue and no alcohol will be sold to anyone who is intoxicated.
- If you look under **25**, we will need to see a current legal form of identification.
 - NZ Drivers licence
 - Passport
 - Kiwi access card
- We have safe transport options, please ask our staff.
- Alcohol bought into Union Bar is not permitted and will be confiscated.
- There is always free water available at the bar.
- Food is always available for purchase.

Our Host RESPONSIBILITY

- We provide and actively always promote food options for purchase. Menus are always visible.
- We provide and actively promote a range of low-alcohol and non-alcoholic drinks, including, low-alcohol beer, Juice range and soda. Water is always available and free of charge.
- It is against the law to serve alcohol to minors. If we are in doubt about your age, we will ask for identification.
- Customers who are visibly intoxicated will not be served alcohol, will be asked to leave the premises, and will be encouraged to take advantage of safe transport options.
- Our policy is zero tolerance for aggressive, coercive, or violent behaviour.
- We promote a range of transport options to get you home safely. These include taxi services or campus watch.
- We encourage people to have a designated driver. We will make the driver's job more attractive by providing free non-alcoholic beverages. Please let us know if you are the designated driver.
- We make sure all these services are well promoted - you won't have to go looking for them.
- We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly.
- We pride ourselves on being a responsible host.

Staff Club Sample Menu

- The Staff Club operates a daily full cabinet menu from Monday to Friday.
- Additionally, the Staff Cub offers a catering compendium for events and daytime group bookings.

Working Lunch One

Popcorn chicken, Wong bok slaw, bao-bun (DF)
Moroccan lamb skewers, romesco, mint, cucumber, lemon yoghurt (GF)
Spinach & pesto wraps, falafel, rocket, feta, caramelised red onion relish. (V)
Spiced saffron and almond cous cous. (V+)
Caesar Salad (DF)
Seasonal fresh fruit kebabs (GF)
Freshly brewed coffee, selection of teas and herbal infusions

Working Lunch Two

Vegetarian ravioli, tomato kasundi, shaved parmesan (V)
Thai rice noodle salad, aga dashi tofu, roast peanuts, chilli lime vinaigrette. (GF, V+)
Spinach & pesto wraps, falafel, cos lettuce, feta | caramelised red onion relish. (V)
Vegetarian Quesadillas (V)
Greek salad (V, GF)
Chocolate berry cheesecake slice. (V+)
Freshly brewed coffee, selection of teas and herbal infusions

Banquet Lunch

Main

House smoked salmon niçoise with coriander dressing. (GF, DF)
Roast kumara, pulled lamb shank croquettes & chipotle mayo.
Thai fish cakes with hollandaise & fennel slaw. (GF)
Vegetable ravioli with tomato kasundi (V)
Roast pumpkin, broccoli, French beans with sesame seeds & spring onion (GF, V+)

Dessert

Chocolate torte (V)
Fresh fruit (GF, V+)
Freshly whipped cream | natural yoghurt (GF, V)
Freshly brewed coffee, selection of teas and herbal infusions

DF = Dairy Free
GF = Gluten Free
V = Vegetarian
V+ = Veg

Staff Club Beverage List



The Chiller

Panhead Oat Stout	12.00
Panhead Super Charger, APA	12.00
Panhead Pilsner	12.00
Steinlager Pure	9.00
Corona, Lager	9.00
Zeffer Crisp Apple Cider	9.00
Speights Ultra Low Carb	8.00
Speights Gold Medal Ale	8.00
Speights Summit Zero Lager 0%	8.00
Mac's Mid Vicious 2.5%	8.00

Premix

Smirnoff Red Vodka	9.00
Bacardi Mojito	10.00
Bacardi Pin Colada	10.00
Gordons Pink Gin & Soda	9.00

Sparkling Wine

Lindauer Special Reserve	55.00
Daniel Le Brun Non-Vintage	85.00

White Wine

	Gls	Btl
Wither Hills Chardonnay	10.00	50.00
Kopiko Bay Sauv Blanc	9.00	35.00
The Ned Sauv Blanc	12.00	57.50
Roaring Meg Pinot Gris	12.00	57.50
Roaring Meg Rose	12.00	57.50

Red Wine

Bannockburn Pinot Noir	12.00	57.50
Kopiko Pinot Noir	9.00	35.00
Wither Hills Merlot	12.00	60.00
Trinity Hill Cabernet	12.00	57.50
Huntaway Syrah	12.00	57.50

Non-Alcoholic

Mac's Ginger Beer	4.00
Allganics Juice Range	4.00
V Green	4.00
V Blue Sugar Free	4.00
Pepsi	3.00
7 Up	3.00
Still Water NZ Natural	3.00
Sparkling Water NZ Natural	3.00

Auahi Ora – Undesignated Licence

640 Cumberland St, Dunedin 9054

Opening Times

Monday to Friday 0900 - 1600

Monday to Friday 1600 – 0100 & Saturday/ Sunday available for events.

Licensed 1600 - 0100

Capacity 320

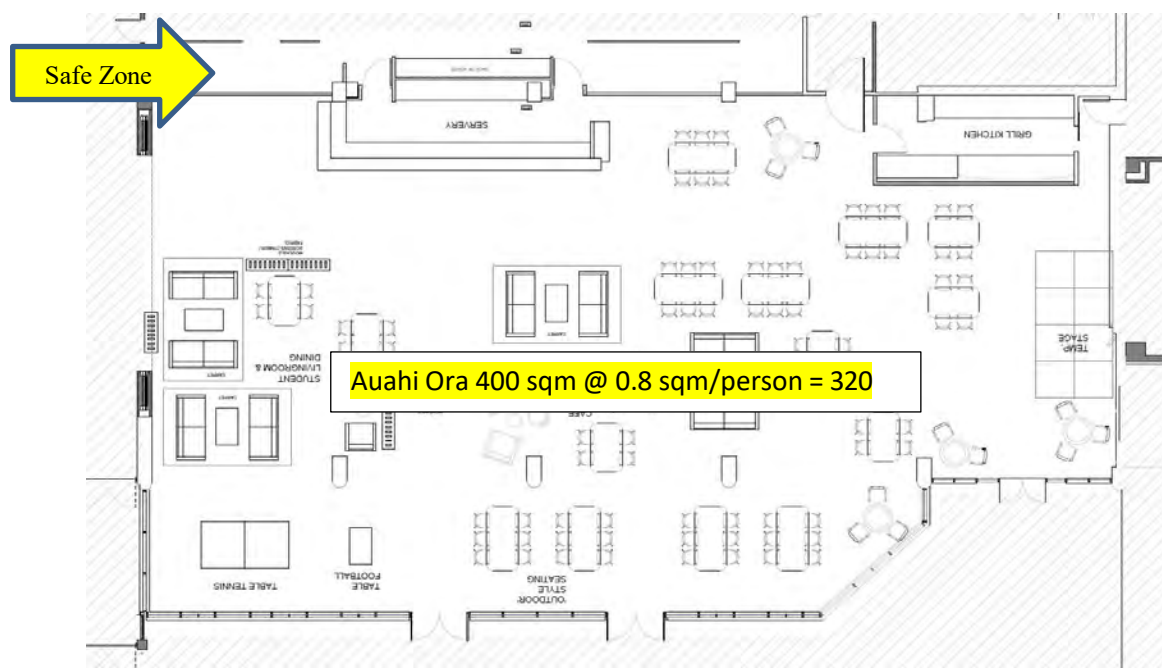
Class of Venue

Café/Bar/Events

Operation: A daytime student social space offering a range of cook to order and countertop food options. Security and staffing numbers dependent on event numbers, style, and duration.

For organized events requiring security ID and Intoxication checked at entrance, for open events/evening Id will be checked for all patrons at the bar. Staff, Security, and Duty Manger to monitor patrons throughout the evening. All incidents to be reported to the Duty Manger and head of security.

All Incidents to be entered into the Incident Report Form.



Auahi Ora



- Alcohol will not be served to minors.
- Intoxicated people are not permitted in our venue and no alcohol will be sold to anyone who is intoxicated.
- If you look under **25**, we will need to see a current legal form of identification.
 - NZ Drivers licence
 - Passport
 - Kiwi access card
- We have safe transport options, please ask our staff.
- Alcohol bought into Union Bar is not permitted and will be confiscated.
- There is always free water available at the bar.
- Food is always available for purchase.

Our Host RESPONSIBILITY

- We provide and actively always promote food options for purchase. Menus are always visible.
- We provide and actively promote a range of low-alcohol and non-alcoholic drinks, including, low-alcohol beer, Juice range and soda. Water is always available and free of charge.
- It is against the law to serve alcohol to minors. If we are in doubt about your age, we will ask for identification.
- Customers who are visibly intoxicated will not be served alcohol, will be asked to leave the premises, and will be encouraged to take advantage of safe transport options.
- Our policy is zero tolerance for aggressive, coercive, or violent behaviour.
- We promote a range of transport options to get you home safely. These include taxi services or campus watch.
- We encourage people to have a designated driver. We will make the driver's job more attractive by providing free non-alcoholic beverages. Please let us know if you are the designated driver.
- We make sure all these services are well promoted - you won't have to go looking for them.
- We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly.
- We pride ourselves on being a responsible host.

Auahi Ora Menu

Auahi Ora

Snacks

Steak Fries tomato sauce (GF / DF / V)	8
Halloumi & Pea Fritters smoked tomato relish (GF,V)	10
Auahi Ora Fries Loaded bacon / onions / gravy / mozzarella	12
Carrot Bhaji coconut yoghurt, fruit chutney (GF/V+)	8

Small Plate

Pulled Pork Spring Roll (3) mixed slaw / Soy, dipping sauce	12
Fried Chicken Wings mixed slaw / Culley's sriracha mayo (DF)	12
Squid & Fish Fried fennel salt / remoulade sauce	16
Hawker Roll pulled pork / slaw / pickles & chipotle mayo	12
beef brisket / slaw / pickles & chipotle mayo	12
jackfruit / slaw / sprouts / pickles (V/DF)	12

Bit Bigger

Brisket Burger bbq pulled brisket/smoked cheese /pickles lettuce / brioche bun	16
Steak Sandwich grilled Sirloin / tomato /cheddar /battered onion rings beetroot relish on sour dough	16
Spinach Ravioli roast pumpkin cream / walnut crumb (V)	14
Java Chicken Curry steamed rice /roti	14

Salad

Caesar Ish bacon /poached egg (cold) /shaved parmesan ranch dressing	12
Thai Beef lettuce / sprouts / tomato's / cucumbers shaved beef (GF/DF)	14
Garden Salad tossed greens /sprouts cucumber cherry tomatoes (GF/DF/V)	6

Sweet

Warm Chocolate Brownie dark chocolate sauce / vanilla bean ice-cream	8.5
Rocky Road Cheesecake berry compote	8.5
Apple Flan custard / ice-cream	8.5
Ice Cream Sundae Hershey chocolate sauce	8.5



Auahi Ora Beverage List

Drinks

Beer

Speights GMA	\$6
Speights Summit	\$6
Corona	\$9
Orange Roughy	\$9
Pan Head Super Charger	\$9
Steinlager Light (2.5%)	\$6
Zeffer Passionfruit cider	\$10

RTD

Gordons pink Gin	\$8
Smirnoff	\$9
- Lemon & Lime	
- Peach & Lime	
- Pineapple & Lime	
- Cranberry & Lime	

Spirits

Jose Cuervo Tequila	\$10
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Smirnoff Vodka	\$10
McKenna Bourbon	\$10
Coruba Rum	\$10
Bacardi Rum	\$10
Johnny Walker Red	\$10

Wine

Kopiko Bay range	\$9
- Pinot Noir	
- Pinot gris	
- Sav	

Non-Alcoholics

McCoy juice	\$4
- Orange	
- Apple	
- Pineapple	

V Range	\$4
- Green	
- Sugar free	
- Watermelon	
- Citrus	

<u>Coffee</u>	R	L
Espresso		
Long Black		
Americano		
Flat white		
Latte		
Mocha		
Milks		

University Union Events Footprint

Large events are arranged from time-to-time within the University Union Events Footprint on the ground floor of the Union building and as shown on the plan on page 30), with alcohol served from the Auaha Ora bar being able to be consumed throughout the area of the Footprint, i.e. Auahi Ora, Union Foyer, Union Common Room and Union Hall.

Each such event shall be the subject of an event management plan detailing at least the following:

- The entity organising and having overall responsibility for the event.
- Those entitled to attend, how they may be identified and the numbers expected.
- The event time.
- The numbers of Duty Managers and Bar and other staff required.
- The external security staff required.
- The time from which the one-way door will operate.
- The key stakeholder groups to be engaged with over the event and any specific arrangement made with them for their support or participation.

The security for events in the University Union Events Footprint shall be such as to ensure that patrons/guest remain within the Footprint at all times. (Any event involving access to spaces outside the Footprint shall be the subject of a Special Licence).

Licensed Venue Specifics

Monday to Sunday as requested.

Licensed 1200 - 0100

Maximum Capacity 1500 (Including Staff & Security)

Class of Venue

Bar/Events

Catering Compendium including Food and Beverage Items. (See appendix 2)

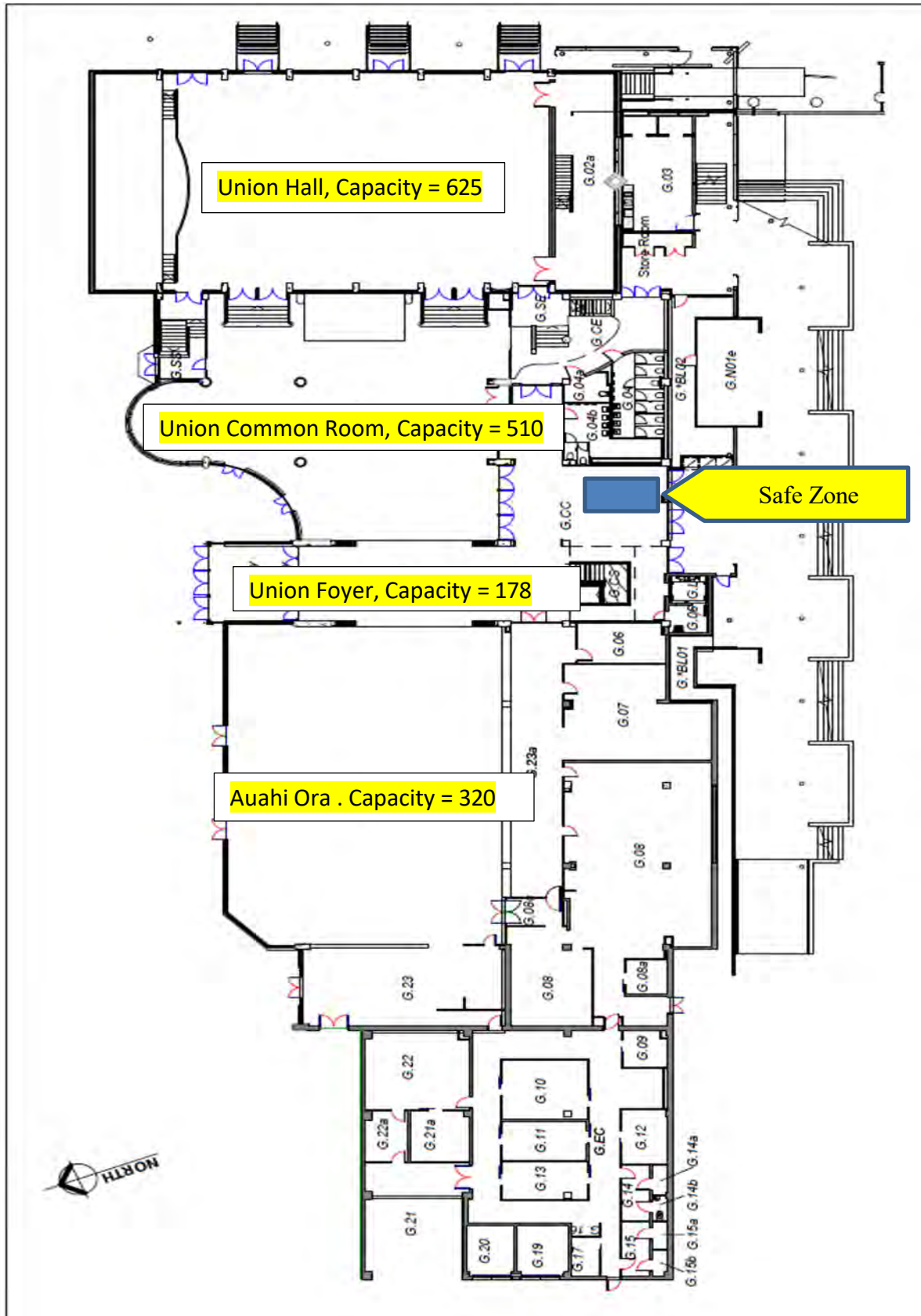
University Union Events

- Alcohol will not be served to minors.
- Intoxicated people are not permitted in our venue and no alcohol will be sold to anyone who is intoxicated.
- If you look under **25**, we will need to see a current legal form of identification.
 - NZ Drivers licence
 - Passport
 - Kiwi access card
- We have safe transport options, please ask our staff.
- Alcohol bought into Union Bar is not permitted and will be confiscated.
- There is always free water available at the bar.
- Food is always available for purchase.

Our Host RESPONSIBILITY

- We provide and actively always promote food options for purchase. Menus are always visible.
- We provide and actively promote a range of low-alcohol and non-alcoholic drinks, including, low-alcohol beer, Juice range and soda. Water is always available and free of charge.
- It is against the law to serve alcohol to minors. If we are in doubt about your age, we will ask for identification.
- Customers who are visibly intoxicated will not be served alcohol, will be asked to leave the premises, and will be encouraged to take advantage of safe transport options.
- Our policy is zero tolerance for aggressive, coercive, or violent behaviour.
- We promote a range of transport options to get you home safely. These include taxi services or campus watch.
- We encourage people to have a designated driver. We will make the driver's job more attractive by providing free non-alcoholic beverages. Please let us know if you are the designated driver.
- We make sure all these services are well promoted - you won't have to go looking for them.
- We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly.
- We pride ourselves on being a responsible host.

Events Footprint Floor Plan



University of Otago Caterers On-Licence

The Caterers on-licence operates from the designated space with the University Union Building depicted on the following plan.

Catering Operating Times

Monday to Sunday 0800 - 0100

Licensed Activity 1200 - 0100

Event Catering

The University Union Caterers offer a comprehensive range of services to any campus location and also off-campus. (Toitū Otago Settlers Museum and the Dunedin Public Art Gallery, to name but a few, of the unique Dunedin venues in our portfolio).

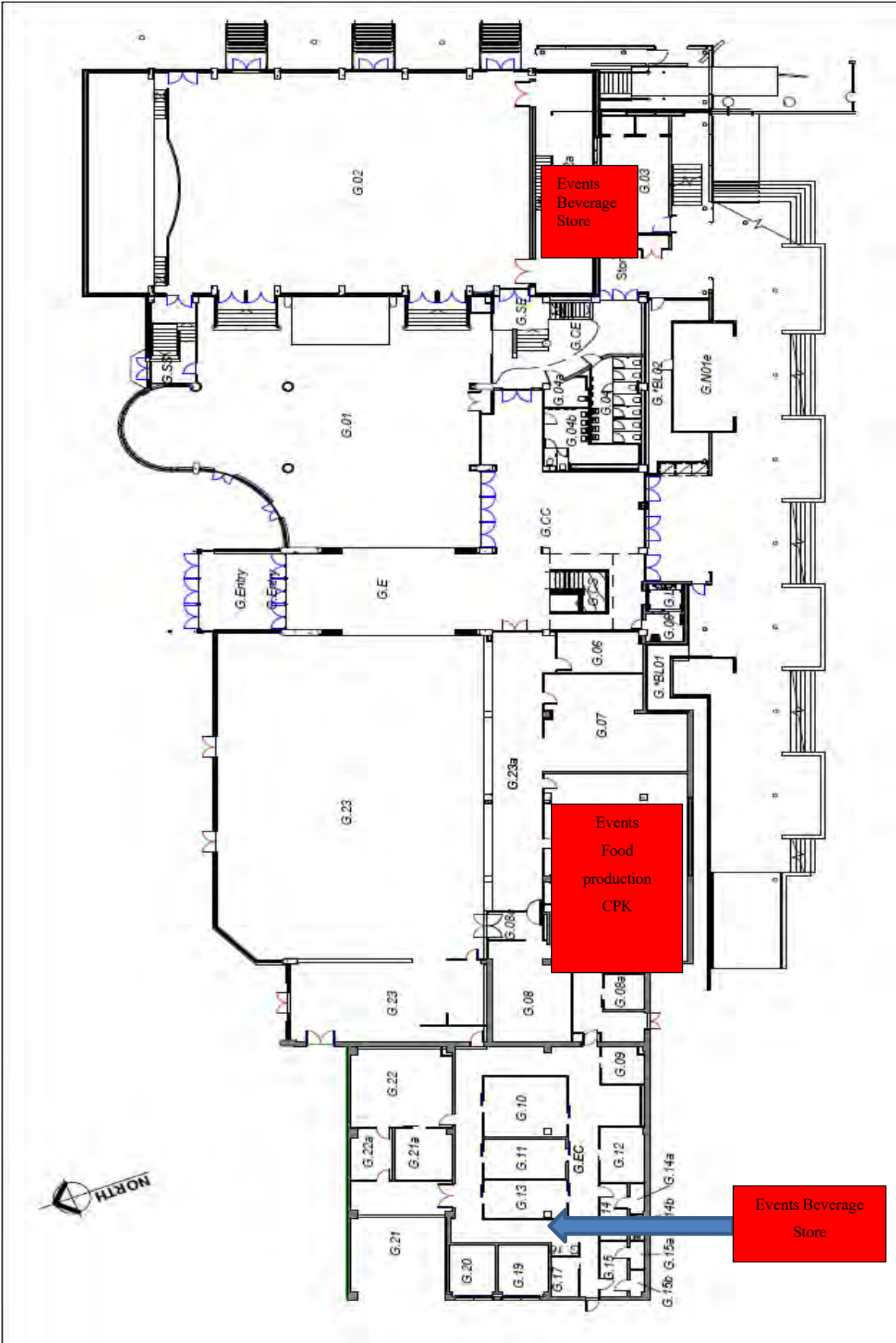
Catering is undertaken for gatherings promoted by parties other than the University of Otago Union (as defined in the organisation chart included in this plan). Every event catered to must have an identified promoter with whom an arm's length agreement is entered which sufficiently defines the event, the organiser's overall responsibility for its management, and the staffing to be provided by the University of Otago Union.

In any case where, having regard to matters identified in the Risk Management Plan attached as Appendix 1, the appropriate and safe management of a catered event reasonably requires engagement of security personnel, the agreement with the promoter will define the nature and extent of security required and where the responsibility for the arranging that security lies.

Catering Compendium including Food and Beverage Items. (See appendix 2)

Union Building Ground Floor Plan

Events Catering Store indicated.



Appendices.

Appendix 1

Risk Mitigation Plan

Identified Hazard	Hazardous Event Associated Risk (i.e. what may occur to lead the hazard to cause harm)	Hazard Action/Risk Control Plan Update controls as required	Actions to be taken if harm occurs.
Excessive Noise	Hearing damage. Increased risk of other hazards due to impeded hearing. Neighbouring properties effected.	Event Manager on site at all times monitoring level or noise. Earplugs are available for workers and event/venue attendees. Neighbouring properties are on university grounds and are unoccupied during major events that may cause harm. Decibel limit.	Remove patron from area of noise. Advise patron to seek medical advice.
Crowd Crushing	Injury of persons.	Security roaming through crowd and/or stationed at pressure points to control behaviour and direct crowd. Bars are located at opposite end of venues to entertainment to encourage crowd dispersal.	Injured patrons taken Accident & Emergency for assessment and treatment, or ambulance called. Staff to follow instructions given by first responder. Security and police on hand to control behaviour and remove those exhibiting anti-social or dangerous behaviour.
Unruly behaviour/assault	Injury of persons. Patrons using excessive force on each other causing injury. Vandalism to nearby sensitive locations.	Conduct regularly monitoring of patron's behaviour throughout the event in order to recognize potential incidents. Campus watch patrol University and surrounding areas. Ensure adequate resources and trained staff are in attendance. Security roaming through crowd and/or stationed at pressure points to control behaviour. Campus Watch on University grounds to assist when needed. Duty Manager and senior team members patrol events with cell phones and/or radios.	Security to remove those showing unruly behaviour. Incident report to be filed and police called when necessary. Offender trespassed from premises. Campus Watch to assess situation and call police when necessary.
Intoxication	Impaired Speech, co-ordination, appearance & behaviour. Aggression, loss of self-control. Person becomes a risk to oneself and/or others. Alcohol poisoning, Drug, or polysubstance overdose. Loitering or damage to neighbouring properties.	Actively enforced Host Responsibility Policy & appropriate signage always displayed. Continuous monitoring of patrons at events. Regular toilet checks. Free water available at all times.	Ambulance called for any intoxicated patron believed to be at real risk of harm to self. Welfare Check of any others before responsibility for care is handed to other third parties. Policed called to assist any patron believed to be of harm to others. Water and food, safe transport, and support offered to any patron showing early signs of becoming intoxicated.

		<p>A range of substantial & desirable food readily available at low cost.</p> <p>Safe transport option available in the form of a taxi or Campus Watch.</p> <p>Monitored security cameras on campus. Campus Watch to intervene with unruly behaviour.</p> <p>Fully trained Duty Manager on site.</p> <p>Staff trained in first aid.</p> <p>Bar staff to monitor consumption, engage in conversation and make eye contact with each customer who purchases a beverage over the bar. Staff to intervene when necessary.</p> <p>All staff trained in "SCAB" method.</p>	
Drug use	<p>Coordination is impaired.</p> <p>Aggressive behaviour.</p> <p>Overdose.</p>	<p>Bag search conducted by security on arrival.</p> <p>Areas likely to be used for drug use (toilets etc.) patrolled regularly.</p> <p>Monitored security cameras on campus. Campus Watch to intervene with unruly behaviour.</p>	<p>Ambulance called for any intoxicated patron believed to be of harm to self.</p> <p>Policed called to assist any patron believed to be of harm to others.</p> <p>Water and food, safe transport, and support offered to any patron showing early signs of becoming intoxicated.</p> <p>Offender trespassed from premises.</p>

Conference & Events

University of Otago



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Introduction

From meetings to dinners, conferences to exhibitions your every need is catered for by the professional, friendly team at the University of Otago's Conference and Events Catering Services.

Specialising in designing exceptional event experiences, your function, event, showcase or seminar logistics and menus will be tailored to ensure your guests are welcomed and celebrated in line with your expectations, budget and timeline. When you work with Conference and Events you can be sure that we will work with you, for your guests.

No occasion is too big or too small! We can organise meetings for 30 people and plan conferences for 500 people. We even manage showcase events for up to 3000 people at a time and would love to discuss what we can do for you.

Catering for your guests is easy. Simply select a menu to fit your occasion and contact the friendly Conference and Events team via email; catering@otago.ac.nz or phone; 03 479 5304 to discuss the type of occasion you are planning, your ideal venue and any specific requirements you may have. Our compendium has a variety of healthy options, using brown or whole grain bread, Olivani instead of butter, lean meats and reduced salt soy. We also offer a range of Gluten free, Vegan and Vegetarian options including plant-based buffets.

At Conference and Events, we care about people, the environment and we strive for excellence. Our front of house assistants servicing your event are students at the University of Otago, the Otago Polytechnic or one of the many Dunedin high schools illustrating our dedication to growing the future of the tourism industry in the Otago region and enriching the experiences of the younger generation.

We are socially conscious people. Where possible, we gift all leftover food to Kiwi Harvest Dunedin or an organisation with similar needs, and compost bins are now commonplace for larger conferences. All of our disposable service ware is recyclable and biodegradable showing our commitment to caring for the environment and the community.

For large conventions or exhibitions, we provide paper and glass recycling bins to give your guests the choice when it comes to waste disposal and our staff are all trained to "think green" recycling any cardboard or glass used when setting up, servicing or packing down an event. We can provide water filters for your event as a convenient and sustainable way of delegates filling their own water bottles.

Let us take care of your event logistics, menu, beverages and service. Our professional team will ensure your guests are happy, your event is memorable, and you will be contributing to the wider community while looking after the environment.

Events Team

Adrian Lowrey,

Hospitality Services Manager

021 279 5304

Hospitality Sales

03 479 5304

Event Planning

Heather Gruppelaar,

021 279 0203

Amelia Brew,

021 279 5311

Catering Packages (ex GST)

Minimum 30 Guests

All-inclusive* catering packages for conferences and symposiums.
Please contact our Hospitality Events team for further details.

Daily Delegate Package (DDP)

Morning and Afternoon Tea Breaks*

Lunch options :

Working Lunch option	\$50.00** ex GST per person
Buffet Lunch option	\$52.50** ex GST per person
Lunch Platter option	\$55.00** ex GST per person
Includes standard Staffing & Equipment hire*	

*Arrival beverages for groups can be added for \$3.50pp.

**Includes standard set up and pack down at on campus venues.

**Excludes clearing or resetting of event venue - but can be quoted on request.

Cocktail Hour Package \$32.50pp* per person ex GST

4 canapes per person

1 drink per person

Includes standard Staffing & Equipment hire*

*Includes standard set up and pack down at on campus venues.

Excludes clearing or resetting of cocktail venue - but can be quoted on request.

Exhibition Table and Chair Package \$15.00* per table ex GST

6 ft trestle table with tablecloth & chairs

*Delivery charges apply.

Excludes clearing or re-setting of the exhibition venue - but can be quoted on request.

Dietary conditions

Please advise of dietary conditions as soon as possible, the most common have already been covered within this menu range. Given sufficient notice we will do our best to accommodate those not listed, however there will be times that special dietary conditions will not be able to be catered for.

Please note that all prices within this compendium are GST exclusive and subject to price increases. We reserve the right to substitute items if necessary. Staffing charges apply for all catering outside of the packages.

Morning & Afternoon Tea Break

Minimum 20 per item

Sweet Selection \$4.00 each ex GST

Selection of homemade slices (incs GF)

Chocolate brownie (GF, V+, NF)

Orange & almond poppy seed cake (GF, DF)

Apricot shortcake (V+)

Date scone with jam & cream

Sweet fruit muffin

Rhubarb friand (GF)

Blueberry friand (GF)

Bliss ball (GF, V+, NF)

Fresh fruit skewer

Fresh whole seasonal fruit (2 pp)

Savoury Selection \$4.00 each ex GST

Pesto and feta pinwheel scone (V)

Caramelized onion & semi dried tomato quiche (V)

Broccoli & spinach quiche (V+)

Pork, apple & fennel sausage roll

Pumpkin, spinach & pine nut sausage roll (V+)

Brown lentil & tofu sausage roll (V+)

Braised lamb & rosemary pie

Chicken mushroom & leek pie

Seasonal vegetable & lentil pie (V)

Cheese & onion savoury (GF, V)

Finger sandwich (incs V) (1 pp)

Hot beverages \$3.50 ex GST

Freshly brewed coffee, selection of teas, herbal infusions & water service

Working Lunch \$27.00 ex GST

Minimum 20 Guests

[menu will include changes to cover dietary needs]

Menu One

Roast beef, Swiss cheese & salad club sandwich

Egg, cheese & tomato club sandwich (V)

Seasonal lentil and vegetable pie (V)

Vegetarian sushi roll with wasabi, ginger & soy (GF, DF, V+)

Seasonal Green salad (V)

Homemade slice (incl. GF)

Freshly brewed coffee, selection of teas, herbal infusions & water service

Menu Two

Chicken pesto & salad wrap

Roast vegetable & falafel wrap (V+)

Broccoli, pumpkin & mushroom frittata (GF, V)

Rice paper roll (GF, DF, V+)

German style potato salad with horseradish mayo (V+)

Fresh fruit skewer

Freshly brewed coffee, selection of teas, herbal infusions & water service

Lunch Salad Platter \$36.00 ex GST

Minimum 30 Guests

Menu One

Korean rare beef, spicy lettuce & cucumber with lime sesame dressing (GF, DF)

Flaked peppered salmon niçoise with lemon vinaigrette (GF, DF)

Maple roasted beetroot & caramelised pear spiced quinoa (GF, V+)

Fresh sliced fruit

Freshly brewed coffee, selection of teas, herbal infusions & water service

Menu Two

Char siu pork with choy sum salad (DF)

Shredded chicken, romaine lettuce, prosciutto crisp, boiled egg, shaved parmesan with sour dough croutons & caesar dressing

Dukkah roasted cauliflower, green pea & walnut with chimi churi dressing (GF, V+)

Fresh sliced fruit

Freshly brewed coffee, selection of teas, herbal infusions & water service

Buffet Lunch \$30.00pp ex GST

Minimum 30 Guests

Menu One

Bread roll with butter (V)

Salads

Middle Eastern spiced quinoa & chickpea tabbouleh (GF, V+)

Mesclun salad with leafy greens, cherry tomatoes, radish & cucumber with balsamic dressing (GF, V+)

Hot Mains

Slow cooked beef & mushroom stroganoff with steamed basmati rice (GF)

Salmon fishcakes with black bean salsa & chive aioli (GF)

Potato gnocchi with tomato, spinach, basil sauce & mascarpone cheese (V)

Dessert

Fresh sliced fruit or fruit skewers

Freshly brewed coffee, selection of teas, herbal infusions & water service

<p><u>Chefs Choice Lunch Buffet \$TBC pp</u> Minimum 30 Guests, Maximum</p>
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Boxed Meals Ex GST

[Maximum selection of two different sandwich choices per order - dietaries managed separately]
[available from 7am]

Breakfast box \$18.50

Choice of sandwich:

Ham & Swiss cheese croissant

Bacon & egg wholemeal sandwich

Falafel, hummus & salad wrap (V+)

Muesli slice

Fruit yoghurt

Whole piece of fruit

Light Lunch box \$21.00

Dagwood sandwich

Choice of filling:

Roast beef & salad

Chicken & salad

Ham & salad

Vegetarian & salad

Bag of crisps 45g

Whole piece of fruit

Tetra box juice

Lunch box menu one \$24.00

Fresh focaccia panini

Choice of filling:

Pulled pork & slaw

Roast shredded chicken, tomato & cucumber

Ham, Swiss cheese, tomato & lettuce

Falafel, hummus & salad (V+)

Homemade baked quiche (cold)

Pasta (V+) or potato salad (GF, V+) box

Homemade slice

Whole piece of fruit

Lunch box menu two \$24.00

Fresh wrap

Choice of filling:

Ham, Swiss cheese & salad

Chicken with pesto & salad

Thai beef salad

Falafel, hummus & roasted vegetable wrap (V+)

Sushi roll with wasabi, pickled ginger & soy sauce (GF, V+)

Pasta (V+) or potato salad (GF, V+) box

Sweet muffin

Whole piece of fruit

<u>Beverage selection \$3.00 pp</u>
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Water or Fresh Up Pepsi, 7UP

Finger Food Platters Ex GST

Platters serve 15 Guests.

Fried Asian Nibble Platter (60 pieces) \$35.00

Spring roll, samosa & dumplings (V)
with sweet chili and kewpie mayonnaise dipping sauce

Savoury Pastries Platter (30 pieces) \$85.00

Selection of homemade savouries & sausage rolls with tomato relish

Sushi Platter (60 pieces) \$90.00

Selection of salmon, chicken & vegetarian sushi with
pickled ginger, wasabi, & soya sauce (GF)

Ploughman's Platter (serves 15) \$110.00

Deli meats & cheeses platter with pickles & spreads with seeded lavosh

Cheeseboard (serves 15) \$95.00

Selection of North Otago's White Stone cheese with
fruit paste, oat & rice crackers (GF, V)

Vegetarian Platter (serves 15) \$85.00

Char grilled vegetables, falafels, bhaji, spinach koftas with dipping sauce
& seeded lavosh (V)

Fruit Platter (serves 15) \$95.00

Selection of fresh sliced fruits

Dessert (40 pieces) \$80.00

Selection of petit fours

Canapés \$4.00 each ex GST

Minimum 20 per item

[Maximum selection of 8 different canapes per order]

[recommend 4 canapes per hour of service]

[available from 12noon]

Cold

Smoked salmon mousse on blini

Slow roasted beef sirloin on herb potato rosti with mushroom pesto (GF, DF)

Goat cheese mousse, beetroot relish in a pastry cup (V)

Pumpkin mousse on potato rosti with olive tapenade (GF, V+)

Sweetcorn & pea fritter with avocado salsa, chilli mayo & coriander (GF, V+)

Feta & quinoa falafel smoked tomato mousse (GF)

Hot

Thai fish cakes with peanut sambal (GF, DF)

Karaage chicken with kimchi mayo & sesame carrot pickle (GF, DF)

Pulled pork & gorgonzola croquette with chive mayo (GF)

Carrot bhaji & mango chutney with coriander & coconut yoghurt (GF, V+)

Sweet

Mini lemon meringue tart (GF)

Boysenberry tartlet with mascarpone & mint (GF)

Chocolate tart with raspberry meringue (GF)

Chocolate brownie with berry couli & caramel (GF, V+)

Salted caramel profiterole

Sample Selection \$24.00pp

[1.5 to 2.0 hour event]

Smoked salmon mousse on blini

Carrot bhaji & mango chutney with a coriander & coconut yoghurt (GF, V+)

Karaage chicken with kimchi mayo & sesame carrot pickle (GF, DF)

Goat cheese mousse, beetroot relish in a pastry cup (V)

Slow roasted beef sirloin on herb potato rosti with mushroom pesto (GF, DF)

Chocolate tart & raspberry meringue (GF)

Dinner Buffet Menus ex GST

Minimum 50 Guests, Maximum 280

Menu One \$55.00pp

Dinner roll with butter

Salads

Southwest style rice salad (GF, V+)

Tuscan roasted vegetable salad with pumpkin, parsnip & kumara, tomato, spinach with pomegranate molasses (GF, V+)

Mesclun salad with leafy greens, cherry tomatoes, radish & cucumber with balsamic dressing (GF, V+)

Hot Mains

Slow cooked Irish lamb with pearl cous cous (DF)

Beef Bourgogne with bubble & squeak

Chargrilled chicken fillet with mushroom & thyme rice pilaf

Balsamic chargrilled ratatouille with grilled halloumi (GF, V)

Panache seasonal vegetables (GF, V+)

Dessert

Chocolate gateaux with cherry compote & fresh cream

Baked New York cheesecake

Fresh fruit salad with passionfruit syrup (GF, V+)

Freshly brewed coffee, selection of teas, herbal infusions & water service

Menu Two \$67.50pp

Dinner roll with butter

Salads

Middle Eastern spiced quinoa & chickpea tabbouleh (GF, V+)

Roasted pumpkin, parsnip & kumara, tomato, spinach with pomegranate molasses (GF, V+)

Mesclun leaves, cherry tomatoes, radish, cucumber salad with balsamic dressing (GF, V+)

Hot Mains

Crusted beef loin, creamy polenta with chasseur sauce

Sticky glazed pork with glazed carrots (GF, DF)

Seared salmon fillet with miso hollandaise sauce (GF)

Dukkah roasted cauliflower, green peas & walnuts with chimi churri dressing (GF, V+)

Wok tossed seasonal greens with sesame seeds (GF, V+)

Dessert

Limoncello tiramisu

Baked New York cheesecake

Pavlova roulade with raspberry & white chocolate (GF)

Fresh fruit salad with passionfruit syrup (GF, V+)

Freshly brewed coffee, selection of teas, herbal infusions & water service

Chefs Choice Dinner Buffet \$TBC pp

Minimum 20 Guests, Maximum 50

Banquet Menu \$75.00pp ex GST

Maximum 280 Guests

Menu One

Bread rolls with butter (V)

Salads

Garden green salad with house dressing (GF, V+)

Hot Mains

Slow roasted Thai spiced beef sirloin with cucumber pickle & nam jim (GF, DF)

Brined roast chicken with vanilla carrot puree & whole grain mustard jus

House smoked salmon with tarator pesto

Braised tofu & shitake mushrooms with rice (GF, V+)

Twice cooked crispy potatoes with balsamic glaze & parsley (GF, V+)

Panache of vegetables (GF, V+)

Dessert platter

Apple crumble cup with pistachio (DF)

Turkish delight mousse chocolate pastry cup (GF)

Boysenberry tartlet with mascarpone & mint (GF)

Chocolate brownie with berry couli & caramel (GF, V+)

Freshly brewed coffee, selection of teas, herbal infusions & water service

Beverage Menu ex GST

PRODUCT

PRICE

WHITE WINE

	Glass 150ml	Bottle 750ml
Kopiko Sauvignon Blanc	\$6.96	\$32.17
Roaring Meg Sauvignon Blanc	\$8.69	\$41.30
Wither Hills Chardonnay	\$8.26	\$39.13
Roaring Meg Pinot Gris	\$8.69	\$41.30

RED WINE

	Glass 150ml	Bottle 750ml
Kopiko Pinot Noir	\$6.96	\$32.17
Bannockburn Pinot Noir	\$8.69	\$41.30
Huntaway Reserve Syrah	\$8.69	\$41.30

SPARKLING WINE

Lindauer Special Reserve	\$40.00	
Quartz Reef Methode Traditionelle Brut		\$52.17

BEER & CIDER

Corona Extra Lager	355ml btl	\$7.83
Steinlager Pure Lager	330ml btl	\$7.83
Steinlager Light 2.5% Lager	330ml btl	\$7.83
Speights Bottle	330ml btl	\$6.96
Speights Can	330ml can	\$6.96
Isaacs Classic Apple Cider	330ml btl	\$7.83

RTDS

Gordon's, pink gin & soda	250ml can	\$7.83
Smirnoff Soda	330ml can	\$7.83
Smirnoff Seltzer	250ml can	\$7.83

NON-ALCOHOLIC

Real McCoy Range	1.0L ctn	\$8.70
Real McCoy Range	300ml gls	\$2.61
Allganics Ginger Beer soda	330ml btl	\$3.48
Allganics Lemon, Lime & Bitter soda	330ml btl	\$3.48
Just Juice Range	2.4L btl	\$8.00
Pepsi	330ml can	\$3.00
7UP	330ml can	\$3.00

