



# Ballaarat Mechanics' Institute

## Hirer BYO Alcohol - Policy

This document outlines the procedures and requirements of Hirers supplying their own liquor when using a space within the Ballaarat Mechanics' Institute (the BMI).

Our liquor licence is a very important asset to the organisation and all efforts must be made to ensure that alcohol is served responsibly and in accordance with the law.

As an independent community venue we pride ourselves on ensuring that all people - visitors, volunteers, and staff - feel safe and welcome in our building.

Before a Hirer, or their contractors, can bring any alcohol into the BMI they must receive express permission from the Venue and Events Manager that states they are authorised to provide and serve and supply their own liquor for the duration of their event. The Hirer must provide a copy of the RSA Certificate for any persons that will be engaged in serving alcohol by email prior to their event (as per the Terms and Conditions of Hire).

### The following conditions must be followed while alcohol is being served:

- The Hirer, and the people they have engaged to serve alcohol, must receive an induction to the BMI bar operations before serving of alcohol will be allowed. This induction takes approximately 10 minutes and covers; the red-line plan and the licence, safety and first aid, reporting of incidents, and more.
- Water must be available, for free, at all times while alcohol is being served. That can either be tap water in cups/glasses, or bottled water.
- **Alcohol is not to be sold, distributed, supplied or exchanged for money or other payment. The sale of alcohol is reserved for BMI managed operations only.**
- **The supply of liquor is restricted to beer, wine, and cider only.**
- The hirer must ensure that all laws (outlined in the Liquor Control Reform Act 1998 and on the VCGLR Website) are followed at all times.
- While the event is happening and alcohol is being served, those engaged in serving alcohol must be completely sober (BAC 0.00).
- Serving of alcohol must cease at 12am midnight, or 30 mins before the room hire period finishes (whichever is earlier), unless a prior written exemption has been made.
- Alcohol must not be served before 12pm noon.

### Notes:

- The hirer is subject to inspections at any time, from BMI Management, the Victorian Commission for Gambling and Liquor Regulation (VCGLR), or from Victoria Police and other authorities.
- At any time the above mentioned groups or authorities may cancel or suspend the BMI Liquor Licence, or revoke any permissions the Hirer may have to serve alcohol.
- All fines or charges that are incurred during the period of hire, in relation to alcohol service, may be forwarded to the Hirer for payment. Fees may be imposed by the BMI for any violations of this policy.
- This policy is supplemental to the BMI Terms and Conditions of Hire and does not supersede any provisions already agreed upon unless stated otherwise.