

LIQUOR SERVICE INFORMATION SHEET



SUPPLYING LIQUOR AS HOSPITALITY

THIS DOCUMENT PROVIDES INFORMATION FOR ANYONE SERVING LIQUOR, FREE OF CHARGE, AT THE WANAKA A&P SHOW. THIS INFORMATION DOES NOT RELATE TO TASTINGS OR OFF LICENCE SALES OR ON LICENCE (BARS/LOCAL LARDER) THESE INDIVIDUAL LICENCE CONDITIONS MUST BE ADHERED.

DEADLINES

Any exhibitor wanting to serve liquor, free of charge to customers at the Wanaka A&P Show must apply to do so to the Show preferably at the point of application or by **24th November 2025.**

An individual exhibitor liquor information form must be submitted via the Wānaka A&P Show website within this time frame.

FEES

The fee to be included within the Wānaka A&P Show liquor licence varies depending on site size.

The fee covers the cost of obtaining the licence from QLDC as well as the hiring of a liquor licensing professional to oversee liquor at the event. An additional hospitality fee will also apply to cover waste collection and recycling.

Small (up to 10x10) - \$100
Medium (10x10) - \$150
Large (15x15 or over) - \$250

TIMES OF LIQUOR LICENCE

Those wanting to supply liquor may do so between the hours stipulated within the event licence, these are:

11am-16.30pm Friday and Saturday.

The finish time is the time a drink can be served until, after which point the customer will have 30 minutes to finish this drink and leave the premises.

Service before or after this time will be a breach of the special license, this includes supplying alcohol to staff outside of these hours.

LIQUOR LICENCE AREA

Liquor must not leave the exhibitor site, we recommend one person be controlling this at all times as liquor that is consumed outside of the areas approved within the special licence will be deemed a breach of the conditions.



LIQUOR LICENCE SITE MEETING

All exhibitors who have submitted a liquor licence request must attend the on site briefing, held at 3:30pm on Thursday 12th March.

At this meeting you will be issued with your special licence, and intoxication identification tools.

TRAINING FOR SERVICE STAFF

Exhibitors wishing to serve liquor must either have a qualified duty manager in place, or a responsible person who has completed a [ServeWise On Premise training certificate \(free to complete online\)](#).

A person with a duty manager certificate, or ServeWise training, must be present at all times liquor is being served and provide full information to other members of staff serving. We suggest nominating this person(s) to manage liquor within your space entirely.

The ServeWise Course can be completed online [here](#).

The Show reserves the right to require a duty manager for high risk exhibitors.

SALE AND SUPPLY OF ALCHOL (LEGAL REQUIREMENTS)

Please ensure all legal requirements can be met and managed before completing a liquor supply request. We will work with you to ensure you are prepared however anyone in breach of the sale and supply regulations will have their individual sites removed from the licence.

FOOD

Food must always be available any time that alcohol is being served, this must be substantial in nature, eg a platter, bbq etc, it cannot be a packet of chips.

WATER

Water must be freely available at all times, with clean vessels close by. Please make sure this is visible at all times. Self serve is preferred.

NO GLASS

Customers must not be given glass vessels, please use cans or decant into PET/RPET (not bio cup as noted in our sustainability guide)

LOW AND NO ALCOHOL OPTIONS

A mid strength, 2.5% alcoholic option and a 0% alcoholic option must be available at all times.

A range of non alcohol soft drinks must be available at all times.

SIGNAGE

The following signage must be displayed in a prominent place by the serving area,

Displayed within a prominent place by the service area:

- **Free Water Available**
- **Responsible People or Duty Manager**
- **Minors**
- **ID25**
- **Intoxication**

The above signs are available on our website to print/download (so long as you have completed the liquor application form).

Displayed at the entrance to the licenced exhibitor area:

- **Special License**
- **Host Responsibility**
- **No drinks past this point**
- **Transport Options**
- **Signage to be displayed for staff**
- **SCAB Matrix**
- **D.O.B & ID Matrix**

ALCOHOL AND INTOXICATION

An alcohol management plan will be available on our website in early 2026.

INTOXICATION MANAGEMENT

Act Early

By acting early you minimise embarrassment to the customer, other customers and to yourself. The following steps before the customer becomes intoxicated can help manage a healthy, fun event:

- Encourage food and water
- Reduce number of drinks per person per serve
- Offer low/no alcohol options
- Talk to the wider group of customers and ensure they are looking after each other.
- Be firm, but friendly - you are in charge



IDENTIFYING INTOXICATION

S.C.A.B

The law says that a person is intoxicated when observably affected by alcohol, or other drugs or substances, to such a degree that two or more of the following are evident:

- Speech is impaired.
- Coordination is impaired.
- Appearance is affected.
- Behaviour is impaired.

MINORS AND IDENTIFICATION

MINORS

A minor is a person under 18 years of age. You, The Wānaka A&P Show and Serve'd Hospitality can be fined heavily for serving alcohol to minors or allowing them on the premises without a legal guardian or parent.

DESIGNATION

The wider show grounds are undesignated (Minors are allowed) The licensed areas are 'supervised' and all minors must be accompanied by a legal guardian or parent.

ID

ID25 is the shows policy, anyone that looks under the age of 25 must show ID to be served even if you know them.

By law, there are only three types of ID you can accept:

- Passport (New Zealand or overseas).
- New Zealand driver's licence.
- An approved 18+ Evidence of Age card

COMMUNICATION DURING THE EVENT

Serve'd Hospitality have been subcontracted to manage the sale and supply of alcohol. Ollie Hercus will be the main point of contact on **0225709804**.

Ollie will be supported by a compliance officer, and will be checking your compliance with the license conditions.

Intoxication

If you feel any client, attendee or guest is becoming intoxicated, please message Serve'd Hospitality as a matter of urgency.

WhatsApp

Liquor will be managed through a whatsapp group. This will be set up in February and sent to those exhibitors with confirmed licences.

Thank you for reading this guide and working with the Wānaka A&P Show to ensure another fun, safe and successful event.

