

LIQUOR SERVICE INFORMATION

12-13 MARCH 2027





SUPPLYING LIQUOR AS HOSPITALITY

THIS DOCUMENT PROVIDES INFORMATION FOR ANYONE SERVING LIQUOR, FREE OF CHARGE, AT THE WĀNAKA 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 Wānaka A&P Show must apply to do so to the Show preferably at the point of application or by **Friday 13th November 2026.**

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 (under 10x10) - \$150+gst
Large (10x10 or over) - \$250+gst

KEY DATES



**WĀNAKA A&P SHOW
12 & 13 MARCH 2027**

Applicaiton to serve Liquor must be in by Friday 13 November 2026

Liquor Licence Site Meeting
3.30pm on Thursday 11 March 2026

**CONTACT
AMY VAN EERDEN**



Phone 028 415 8541
Email trade@wanakashow.co.nz





REQUIREMENTS OF LIQUOR LICENCE HOSPITALITY SERVICE

RESPONSIBLE PERSON/DUTY MANAGER

All those serving alcohol must have either a minimum of two staff with ServeWise training responsible for overseeing service, or an appropriately qualified LCQ or Duty Manager.

Larger sites, or those deemed high risk by the Society, are required to have LCQ or Duty Manager status.

TIMES OF LIQUOR LICENCE

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

11am - 16.15pm, Friday & Saturday

The finish time is the time a drink can be served until, after which point the customer will have 45 minutes to finish this drink and leave the premises.

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

LIQUOR LICENCE AREA

It is the responsibility of the applicant to not allow liquor to leave the exhibitor's premises. Exhibitors should have clear signage at the exit to reflect this, and position a staff member on the exit at busy points.

DRINKS LIMITS

Only beer, wine, cider and RTDs less than 5% alcohol may be served (as well as non alcoholic and low alcoholic options).

A maximum of two drinks per person may be served at any one time, this is reduced to one drink per person between 4 - 4.15pm to prevent stock piling.

LIQUOR LICENCE SITE MEETING

All exhibitors who have submitted a liquor licence application must attend the on site briefing, held at **3.30pm on Thursday 11th 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** and takes about 1 hour to complete.

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

SALE AND SUPPLY OF ALCOHOL (LEGAL REQUIREMENTS)

Please ensure all legal requirements can be met and managed before completing a liquor supply application. 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 snack food such as 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 Licence**
- **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 2027.

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 licenced 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 compliance officers, and will be checking your compliance with the licence 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 a confirmed licence.

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

