

LIQUOR MANAGEMENT – Event Risk Assessment Scorecard

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The level of liquor management risk varies according to a number of raceday circumstances. This document will assist Clubs to determine the level of liquor management risk associated with an event.

This document is the first stage of a three part process to reduce the level of liquor management risk. It is recommended the following process is adopted by all clubs, for each of their events.

- i. Complete the table below to determine the level of risk.
- ii. Total your event score
- iii. Implement the relevant Liquor Management Event Checklist (low, medium or high – depending upon total of Scorecard)

Event Risk Assessment Scorecard

Anticipated Crowd Size			
Points	Risk	Description	Your Event Score
1	Low	Less than 500 customers. Example Midweek meeting	
2	Low	500 to 1500 customers. Example Weekend meeting	
3	Medium	1500 to 3000 customers. Example Public Holiday meeting	
4	High	3000 to 4500 customers. Example Public Holiday meeting or local Cup	
5	High	4500 to 25000 customers (or capacity crowd). Example Premier Raceday or Cup	
Nature of Crowd			
Points	Risk	Description	Your Event Score
1	Low	Families & children make up approximately 80% of anticipated crowd	
2	Low	Families & corporate marquee enclosures Large contingent of pre-booked marquee & shade canopies	
3	Medium	Corporate & families make up approximately 50% of anticipated crowd General public to make up approximately 50% of anticipated crowd size Event attracts local families & businesses	
4	High	Low percentage of families & pre-booked enclosures Greater percentage of general public & partygoers aged between 18 to 30 years	
5	High	Low percentage of families & corporates High percentage of 'partygoers' & underage High percentage of crowd aged between 18 to 30 years Crowd presenting high risk of damage to amenity & stress on current course layout	

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Past Event Experiences & Associated Issues			
Points	Risk	Description	Your Event Score
1	Low	Event historically attended by families Historically low attendance figures No conditions listed on liquor license	
2	Low	Event historically attended by families Historically low attendance figures No conditions listed on liquor license Event marketing & local publicity increased	
3	Medium	Event historically attended by greater than 50% families & corporates Large number of pre-booked marquee & mini marquee packages Mini marquee & marquee areas fenced off from the public	
4	Medium	Event historically attended by greater than 50% families & corporates Large number of pre-booked marquee & mini marquee packages Mini marquee & marquee areas fenced off from the public Large % of general public aged between 18 to 30 years Event history associated with growing levels of underage drinking & 'partygoer' crowd	
5	High	Event historically attended by less than 50% families & corporates Large number of pre-booked marquee & mini marquee packages Large % of general public aged between 18 to 30 years Event history associated with growing levels of underage drinking & 'partygoer crowd' Historically high levels of intoxication Liaison with licensing inspector & concern expressed	
6	High	Event historically attended by less than 50% families & corporates Large number of pre-booked marquee & mini marquee packages Mini marquee & marquee areas not fenced off from the general public Large % of general public aged between 18 to 30 years Event history associated with growing levels of underage drinking Event historically attracting a 'partygoer' crowd Historically high levels of intoxication Liaison with licensing inspector & concern expressed Public holiday/curriculum day Event history of arrests, inappropriate customer behavior, violence	
Total Score			

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<p>Event Risk Level</p> <p>LOW Risk events have a score of 6 or less.</p> <p>MEDIUM Risk events have a score between 7 and 11.</p> <p>HIGH Risk events have a score of 12 or greater.</p>	
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