



## **Deaf Society of Canterbury Inc.**

### **DSC Socials BYO**

If there are problems with alcohol, behaviour, security or noise then this may affect any future liquor licence (for DSC and private functions) or the Board may decide to not allow alcohol at all.

#### **ALCOHOL**

DSC members or their guests may bring alcohol to a special 'BYO' event. Members or guests are expected to drink alcohol responsibly and alcohol can only be drunk inside the hall, not outside. The Club reserves the right to refuse entry to (or ask to leave) any member or guest it considers to be intoxicated. The Board of Management have the power to suspend any member or ban any guest for misconduct.

#### **BEHAVIOUR**

The club reserves the right to refuse entry to any member or guest it considers to be behaving in an offensive manner (e.g. threatening, violent, drunken behaviour or sexual harassment). The Board of Management have the power to suspend any member or ban any guest for misconduct. Please respect and care for the venue, any damages will need to be paid for. **The Socials will start at 7pm and finish at 11.00pm.**

#### **SECURITY**

A DSC Board member/staff member or volunteer will be responsible for the security of the social. If the safe limit of people is reached, then we will refuse entry. In the event of an emergency, please follow instructions given. A First Aid kit will be available.

#### **PARKING**

Please be a considerate driver and park in a designated space or safely on the road away from people's driveways. Please do not park on the grass or double-park.

#### **FOOD**

Café duty will be offered to Deaf groups (same as at Armagh St Café duty). Groups are expected clean the kitchen after their duty and take away all food and rubbish. Group's to provide their own tea-towels and rubbish bags. Group's supply their own float and can keep the profits.

**NOISE**

Members and guests are expected to leave the venue quickly, quietly and respect the neighbours.

**SMOKING**

There is strictly no smoking inside. This includes using E-Cigarettes or vaporizers. There will be a designated smoking area outside with an ash-tray, please use it.

**DONATION BOX**

Donations to cover hall costs are welcome.

# Responsible person checklist

(Must be registered to send emergency texts and have alarm code for Fitz)

## Start of the night

- Bring First Aid Kit and donation box
- Open up hall
- Turn on heaters/lights
- Check location of fire alarms, extinguishers and exit doors in case of emergency

## On Arrival

- Signing in sheets for members/guests – if busy monitor door for safe limits
- Check members/guests for drunken or offensive behaviour. Anyone drunk or behaving offensively please ask them to leave, nicely.
- If there is an emergency, get everyone out quickly and safely, text 111 and check signing-in sheet. If there is a significant earthquake drop, hold, cover and when the shaking stops ask everyone to leave the building calmly.

## End of the night

- Ask everyone except volunteers to leave at 11.00pm.
- Clear rubbish off the floor.
- Check kitchen is clean, rubbish removed and all appliances off.
- Collect donation box.
- Turn off heaters/lights.
- Close all windows and interior doors.
- Stack chairs in the storeroom.
- Return tables to the storeroom.
- Report any damage caused or noticed to DSC office staff 021 148 4609.