

High Risk Assessment Sheet	Questions to Ask
	<i>Function</i>
Name:	What is the purpose of your booking?
Group or Organisation Name:	What type of event are you having?
Address:	What will be the age group of the people attending?
Phone:	<i>Meeting</i>
Email:	Will you require set up/pack up?
Fax:	If yes – how (i.e. theatre style, classroom)
Booking Date:	Will you require audio/visual equipment?
Arrival Time: (must include enough time to set up room)	<b>Alcohol:</b> Are you serving alcohol or are people bringing it with them:  Are you serving alcohol?  YES – Double bond charged Liquor license required for alcohol sales (copy required by booking officer). It may take a couple of months to be obtained through Gaming & Racing Department.
Departure Time: (must include enough time to clean up room)	
How many people will be attending: (must not exceed number allocated for room hired)	
Reservation Type:	
Notes:	<b>High Risk Bookings <b>may</b> include (but not limited to:)</b>  16 <sup>th</sup> -21 <sup>st</sup> birthday parties where alcohol is served  Youth events – i.e. dances, bands  Sporting events open to the public i.e. wrestling  Bookings where previous problems have occurred  <b>High Risk Requirements:</b>  Security Guards - 1 guard for every 50 people – (if more than 50 people then 1 guard must be female)  Recommend that 1 guard stays until hirer leaves the premises.  Double bond