

### SUPPLY FOOD & DRINK – NOT DRINK & DRINK

A key to great parties is balance – a mix of food and drink, a mix of alcoholic and non-alcoholic drinks, a mix of things to do and be involved in.

Some tips for controlling smart parties might be:

- Provide a range of attractive and fun non-alcoholic or light alcohol drinks
- Encourage the first drink to be non-alcoholic
- Provide a range of food for the night—not all salty snacks. Change it around, eg: bring out some platters of warm food; later do the rounds with cheeses or sweet nibbles
- Don't have parents or supervisors spend all night 'locked away' from the party. Be seen. Be discreet, but be seen.
- Encourage designated drivers, or better still, provide them yourself. Being strict in not letting intoxicated people drive is a lot better than getting worse news the next day.

### WINDING DOWN

Sometimes, the most dangerous times at a party are at the end of a night. You can minimise the risks if you have a plan to end the party. Consider:

- Make sure everyone knows what time the party will end, and arrange transport in advance for those that need it
- Stop serving alcohol an hour before the scheduled end time
- Start serving tea/coffee and good late-night foods
- Wind down the music and turn lights on twenty minutes before the departure time
- A good 'exit strategy' is just as important as planning a smart party.

### IF THINGS GO WRONG – BE FIRM BUT FAIR

If, despite your best intentions and planning, things start to go wrong – don't panic. React, but don't over-react. Act quickly, be firm with the person causing the problem and avoid escalating a confrontation. Try talking to the person on their own, avoid put downs, don't touch and explain that you're just trying to help everyone have a good time. Handling problem people is never easy, but firm, fair dealing may avoid something worse.

### IF THINGS GET WORSE – HAVE A BACK UP PLAN

If these ideas don't help, or something truly unexpected happens, like numerous aggressive gatecrashers, have a back-up plan ready for action.

This should include:

- More than one responsible host who can deal with a situation
- A first aid kit stocked and on-hand
- The availability of a car and driver
- The numbers for all emergency services close at hand, including the police and ambulance.
- A plan to leave the building through multiple exits
- If, despite all this, things look even remotely like they will get out of hand, **CALL THE POLICE.**



Remember, at this stage you've done everything you can to make sure everyone has a great time, partying smart. But there are some situations where you should not hesitate to involve experts. Sometimes, the threat of police involvement is enough to deter any further mishap.



**CONTACT THE NEIGHBOURHOOD WATCH  
SUPPORT AND LIAISON OFFICER  
ON 8999 0847 FOR MORE INFORMATION.**

#### Disclaimer

Northern Territory Police Force has a vital interest in ensuring the safety of members of the community and their property. By using recommendations contained in this pamphlet, any person who does so acknowledges that it is not possible to make areas absolutely safe for the community or their property.

The NT Police Force hopes that by using recommendations contained within this pamphlet, anti-social behaviour will be reduced and the safety of members of the community and their property will be increased. However, it does not guarantee that the area will be free from criminal activity if its recommendations are followed.



# PARTY SMART



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# PARTY TIME!

A great party can be something everyone will enjoy and talk about for years afterwards.

But a party that goes wrong will be talked about too, for all the wrong reasons.

No-one wants a bad party. The trick is to party smart.

Take a browse through the information in this brochure. There are a few simple steps you can take before and during the party that'll help make it the great time we all want. It's for parents and supervisors as well as guests and teenage hosts.

Most of all, it's about having fun.



## PLAN THE PARTY – THEN PARTY TO THE PLAN

This is the first really important step to hosting a great party. Proper planning goes an awful long way to avoiding problems later on. The first thing to consider is:

### THE GUEST LIST ISN'T A GUESS LIST

Plan exactly who you'll invite and have an RSVP register, send them a formal invitation in writing and avoid systems like the internet or online notice boards, SMS or email distribution lists. Tell invitees to bring their invitation and encourage guests not to invite other friends. Include definite start and finish times.

You wouldn't let just anyone into your home at other times, so don't do it now.

## PICK A VENUE AND SET IT UP

Most parties are at home but if you are considering a larger party you should also think about hiring a hall or room. Think about getting the right venue for the sort of party you're planning, and set it up to minimise trouble.

- Have only one official entry point, which is supervised (have other emergency exits)
- Keep the alcohol serving area small, away from the door and close to lots of food and alternate drinks
- Allow a delegated place for smokers
- Don't allow people to gather on front lawns or public spaces.
- Arrange a safe place for bags and coats and lock away items that can be broken or damaged like the TV, laptop, jewellery etc.



## NOTIFY THE NEIGHBOURS

It is good sense and good manners to tell your neighbours about the party you are planning. You can even invite them.

You should also consider registering the event as a "Smart Party" at your local police station.

It is also sensible to check on the noise laws and general regulations for the area you are having a party in.

## BEFORE THE PARTY

To party or not to party?

One of the very first questions to be addressed is whether to party or not at all. With some of the horror stories out there, it can be easy to say no to a party. Or, sometimes parents can say yes too quickly. So the first step is:

## THINK IT THROUGH THEN TALK IT THROUGH

If you're a parent, give yourself time to think before making a decision. Then talk through all the issues with the kids. Involve them. Get their buy-in. When you've reached an agreement, you can go forward together to make it happen.

## SET THE GROUND RULES RIGHT FROM THE START

Once you've reached an agreement to have a party, and what rules you won't compromise on, the next step is planning.



## SERVING ALCOHOL

Be aware that it is an offence for alcohol to be served or provided to people under the age of 18.

Decide on the drinks policy (and stick to it)

Few things cause as much concern (or lead to as much trouble) as uncontrolled drinking at parties. Hosts should decide, right up front, what the policy on drinking should be before sending the invitations. You can then inform guests about what they can expect.

For example:

- No BYO
- Drinks will only be served by an adult, not freely available
- Intoxicated persons will not be given alcohol
- Encourage designated drivers to be present

Should you decide to allow guests to bring their own alcohol, avoid providing open containers that can be 'spiked' or used to disguise the level of alcohol being consumed.

If under 18's do consume alcohol, contact their parents and have them collected from the party.

## SET THE TONE AT THE DOOR:

Greet your guests and check their invitations. Set the tone of the party right at the start. After all, it's better to stop problems before they start than deal with them after. Some suggestions:

- Have guests arrive through a single entry point
- If in place, enforce the no BYO rule; keep the alcohol where it can be collected later.
- If you can, have some kind of security or responsible friend at the door to discourage unwelcome gatecrashers.



# PARTY SMART, HAVE FUN!