



TORA INVESTIGATIVE SOLUTIONS
COMMERCIAL AND PRIVATE INVESTIGATIONS
SECURITY SPECIALISTS

Party Hints

Partying and socialising are a fundamental rite of passage and one of the most enjoyable and significant parts of a teenager's life.

Being a host can be fun and exciting. But to get the most out of your experience you also need to create a safe and controlled environment for your guests, especially if you choose to serve alcohol.

Teenagers wanting to have fun and parents wanting them to be safe is a compromise and a challenge.

However, Tora Solutions believes there are a few simple and easy ways to make sure that your party is an enjoyable time for everyone.

Be prepared. Plan your party.

- Consider how the party will be advertised. Don't use the internet, SMS, MSN or e-mail distribution lists/noticeboards, etc. If word of the party has spread, you will need to take extra preventative measures (i.e. change venue, more parent supervisors, hire a security guard, ask neighbours to notify you of any people congregating nearby). Discourage the "open party" impression.
- Personally hand out invitations and discourage people from bringing extra friends – that way there will only be people you know and want at that party.
- Encourage officially invited party guests not to spread information about the party to other people.
- Tora Solutions will imprint the back of your invitations with a stamp that clearly states that security for the party will be provided by us. We also recommend that the invitations clearly state "Strictly Invitation Only", and that individuals without an invitation will NOT be admitted.
- Ensure your invitation has a definite start and finish time.
- Guest lists should be kept to a manageable size. Names shall be checked off upon arrival by a Tora doorman, and those whose names are not on the list will not be admitted.
- Consider numbering your invitations. Enforce an RSVP and/or the need for guests to produce their invitation at the door. Notify guests up front that you will only admit people who comply.
- Make your "No Illegal Drugs" position clear. Remember you have a duty of care and may be deemed liable if alcohol and other drugs are consumed at your function and an incident occurs.
- There is a risk of legal liability attached to the provision of alcohol to party guests at unlicensed parties. As yet no one in Australia has been successfully sued for negligence at a social function resulting from excessive or irresponsible alcohol provision. Nonetheless, there are several cases currently waiting to be heard and at least two cases have been settled out for court for large sums of money.



- Advise neighbours in advance of the forthcoming function. This can be done in writing or in person. Give them a contact number and/or name of the party host and respectfully ask that they be contacted should a problem occur.
 - Discourage BYO alcohol, as this will enable you to have greater control over distribution and consumption. If you do decide to allow guests to bring their own, avoid providing containers that can be “spiked” or used to disguise the volume of alcohol being consumed.
 - Allocate a person who is solely responsible for serving the alcohol. This enables the server to monitor the behaviour of guests and the levels of consumption and intoxication.
 - Ensure that food is available during the party and provide non-alcoholic and low alcohol alternatives.
 - Plan what should be done if a guest becomes sick or intoxicated.
 - Have a quiet place for people to slow down, recover or chill out.
 - Encourage parents to pick their children up at the end of the party. This will assist in minimalising disruption to neighbours as well as prevent possible injury to your guest.
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The venue.

- Think about the party size and venue. Is your home too small? Would a hall/function centre be more appropriate?
- If the party is to be held in a public place, visit the location beforehand and inspect it. Identify how guests are to get in and out of the venue. It is wise to allow only one entry and exit point to the function.



- Consider appropriate lighting (particularly any dark hidden-away areas you may have).
- Are there sufficient toilets so people don't go outside?
- What about parking and nearby public amenities?
- Where will people put their valuables during the party?
- Allocate a lockable room for valuables and close off rooms you don't want guests to go into.
- Avoid using front yards or street frontages as this attracts uninvited gatecrashers and can cause complaints from neighbours.

To and from the party.

- Consider how your guests will get there and get home.
- Encourage parents to pick up their children at the end of the party. This reduces the chance of anything happening while guests walk or catch public transport home.
- Have a designated exit/transport strategy to get people out of the area and safely home immediately after the party finishes (i.e. additional parents, shared taxi plan, etc.)
- Have taxi and bus details handy.
- Organise lifts or car pools.
- Designate a driver and ensure alternative transport for people who have had too much to drink.



The party.

- If gatecrashers arrive, Tora Solutions personnel will act quickly by refusing them entry and asking them to leave immediately. If they won't leave, Tora personnel will contact police directly and enact their designated strategies to control the situation until police arrive. Gatecrashers are less likely if admittance is by invitation only.
- Remember, you have the right to refuse entry to your property. It is an offence for people to trespass if you have refused them entry.
- Consider have food pre-prepared or hiring professional party caterers. Ensure that food and non-alcoholic drinks are available during the party.
- Take around a plate of Chuppachups to offer your guests at regular intervals. If they're sucking on these, they're not drinking!
- Noise is the most common reason police are called to a party. Locate bands and speaker systems as far away from neighbours as possible. Remember it is unlawful to emit unreasonable noise levels from a residence at any time.



- It's better to eat while drinking than to drink on an empty stomach. Try veggies, cheese and dips – they're great and don't make your guests thirsty like salty foods can.
 - If preparing an alcoholic punch, use a non-carbonated base like fruit juice. Alcohol is absorbed into the blood stream faster with a carbonated base.
 - Plan a wind-down time leading up to the finish, turning down music, etc.
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- Make sure the family dog is secured and comfortable to avoid excessive barking during the party.
 - Have only one entrance or exit to make it easier to control who attends or leaves your party.
 - Don't allow people to wander around or congregate out the front of your house.
 - Try to confine the party to a backyard, building, or enclosed area as it is easier to control your guests that way.

- Remember that it is your party and you have the right to set the standard of acceptable behaviour and to see that it is maintained.
- You also have the right to ask people to leave.
- Lock your stores of wine and liquor, and remove your personal supply of alcohol from the refrigerator.
- Tell your teen ahead of time that parents will be called if anyone is caught using drugs.
- Don't top up people's glasses with alcoholic drinks – let them finish their drink and ask for a refill. This will help them keep track of how much they have had to drink.
- Be a creative host and provide entertainment – this will give people something to do other than drink.
- Perhaps have a theme. Alcohol need not be the focus of the party.
- Use paper or plastic cups to avoid broken glass and possible injuries, as well as to simplify clean-up.



- Encourage buddy systems to watch for over-consumption and to ensure that no one is being overlooked.
- Stop serving alcohol well before the party is over. Bring out more alcohol-free drinks and food instead.

From Tora Solutions.

Good luck, and most of all, don't forget to enjoy your party.