

Additional guidelines for preventing violence and crime at dance parties

Although the generic guidelines provide a comprehensive list of how best to prevent violence and crime at public events, there are certain additional issues to consider when holding a dance party.

People intending to hold a dance party should first read the general guidelines in the previous sections.

CHECKLIST FOR DANCE PARTIES

Section 1: Planning

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| Has the local council been consulted regarding planning controls which affect the venue for the party? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has the fire brigade been consulted at least two weeks before the event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has the ambulance service been notified at least two to three weeks before the event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the promoter or his/her agent contactable at all times during the party? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have adequate parking arrangements been made so as not to inconvenience neighbouring properties? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If public transport is available does the event time coincide with public transport times? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has any money received in advance been put in trust to cover refunds in case of cancellation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have conditions of entry been stipulated concerning refusing entry due to intoxication, etc? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| To prevent overcrowding, is the event to be attended just by those with pre-paid tickets? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is there an adequate and safe water supply available for fire fighting, hygiene and for dousing heated patrons during summer events? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are food and drinks provided in unbreakable containers? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is there an adequate insurance policy covering this type of event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have all viable steps been taken to minimise noise pollution? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If fireworks are to be used, has permission been obtained? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have adequate arrangements been made to ensure toilets are kept clean and serviceable during the event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Section 2: Administration

- Have you organised a briefing meeting involving all the major parties? Yes No
- Have you organised a debriefing meeting to discuss any problems or difficulties that may have arisen? Yes No

Section 3: Police/security

- Have arrangements been made to notify the police at least six weeks before the event? Yes No
- Are the security staff who will be in direct physical contact with the patrons:
- properly licensed and registered? Yes No
 - physically fit? Yes No
 - over 18 years of age? Yes No
- Is a register to be maintained of the names and identifying numbers of the security staff? Yes No
- Has each security staff member been given a written summary of all they are expected to know and do? Yes No
- Have they been informed of their duty to secure a clear passage for ambulance vehicles to gain access into the venue, including access by ambulance officers, to the first aid post? Yes No
- Has provision been made to record incidents involving disorder, violence, other crime, ill health and all other relevant incidents? Yes No

Section 4: Staff training

- Have your staff received adequate training covering licensing, first aid, fire regulations, environmental health issues, health and safety issues, legal requirements and drugs awareness? Yes No
- Have cleaning staff been trained in the dangers of used syringes? Yes No
- Are needle disposal containers provided for collecting used needles and syringes? Yes No
- Have cleaning staff been advised about the advantages of being immunised against Hepatitis B? Yes No

Section 5: First aid

- Has adequate air conditioning and ventilation been installed? Yes No
- Have adequate measures been taken to prevent the venue becoming overcrowded? Yes No
- Is adequate water provided, especially in the toilets? Yes No
- Have you considered other measures that could contribute to the prevention of overheating? Yes No

- Is any other entertainment to be provided other than dancing, such as virtual reality machines, Internet, arcade games and socialising areas? Yes No
- Are sound, strobe, laser and smoke machines operated within statutory levels? Yes No
- Is any drugs information provided on site? Yes No
- Have you taken other environmental factors into consideration, including identifying potential danger sites? Yes No
- Are there enough first aid personnel to be in attendance for the anticipated crowd numbers? Yes No
- Are the first aid posts easily visible and identified with an illuminated sign at night? Yes No

Section 6: Building requirements

- Have you determined how best to minimise noise pollution to the surrounding areas, including positioning of speakers? Yes No
- Do you know what statutory restrictions apply to your event? Yes No
- Have you acquired permits, licences, etc, required for any lasers, special effects, pyrotechnics that may be used? Yes No

Section 7: Liquor and dance parties

- Have all the necessary approvals and licences been acquired if alcohol is to be served at the event? Yes No
- If the dance party is to be an under 18s function, have the relevant regulatory bodies been consulted and the specified conditions met? Yes No
- Are you using staff to serve alcohol who have been trained in the responsible serving of alcohol? Yes No
- Is alcohol restricted to being served in plastic containers? Yes No
- Are there mechanisms in place to allow non-drinking areas to be cordoned off from drinking areas? Yes No
- Has a temporary care centre been established? Yes No
- Have your licensing requirements been established and met? Yes No
- Have clear policies relating to the entry and serving of alcohol and drug affected people been advertised? Yes No
- Have steps been taken to ensure that these policies will be enforced? Yes No
- Has a clear policy relating to the import of alcohol and other drugs been communicated to patrons well before the event? Yes No
- Is a range of low alcohol and non-alcoholic drinks available? Yes No
- Is there a range of food and snacks available at all times during the event? Yes No

Is low alcohol beer substantially cheaper than full alcohol beer? Yes No

Has a clear policy relating to underage drinkers been communicated to staff and volunteers? Yes No

Has a policy been communicated to staff about people dealing drugs? Yes No

Has a policy been communicated to staff about people using drugs? Yes No

Where to go for more information

New South Wales Draft Code of Practice for dance parties 1998, Dept of Local Government, Bankstown.

Operational guidelines for dance parties in South Australia, 1998, Drug and Alcohol Services Council, South Australia.