

Special Licences

School Fundraising Events and Alcohol

Do You Need a Special Licence?

Planning a quiz night, fundraising dinner, auction, sports event or school community function where alcohol will be available?

You may need a **Special Licence** under the Sale and Supply of Alcohol Act 2012.

Our goal is to help your event run smoothly and legally while keeping everyone safe.



What is a Special Licence?

A Special Licence allows alcohol to be sold or supplied at a specific event or occasion that falls outside normal licensed premises and/or trading.

Common examples include:

- ✓ Fundraising dinners
- ✓ Quiz nights
- ✓ School galas and community events
- ✓ Sports club functions
- ✓ Concerts and performances
- ✓ Christmas functions
- ✓ Ticketed events where alcohol is included in the ticket price
- ✓ Events with a cash bar

When Do You Not Need a Special Licence?

You generally do **not** need a Special Licence if:

BYO Event

Guests bring their own alcohol, and no alcohol is sold or supplied.

Free Alcohol

Alcohol is provided free of charge to guests and there is no sale involved.

Licensed Caterer

Alcohol is supplied by a caterer who holds an endorsed Caterer's Licence.

If you're unsure, contact us before your event.

Types of Licences

On-Site Special Licence

Alcohol is sold and consumed **at the event**.

Examples:

- Fundraising dinners
- Quiz nights
- School community events
- Sports functions
- Food and wine events
- Concerts

Off-Site Special Licence

Alcohol is sold at the event but taken away and **consumed elsewhere**.

Examples:

- Silent auctions
- Charity auctions
- Markets

An Off-Site Special Licence can also allow free tastings or samples.

Auctions and Alcohol

Many schools use auctions as a fundraiser, but there are important rules.

Can alcohol be included in an auction?

Only if:

- ✓ The Licence holder is a manufacturer, distributor, importer, or wholesaler of alcohol i.e. a friendly wine maker.

Without one of these, alcohol cannot legally be auctioned, even for fundraising purposes.

This includes:

- Silent auctions
- Online auctions
- Alcohol vouchers

Alcohol and Raffles

Can alcohol be offered as a raffle prize?

- ✗ No

Alcohol cannot be offered as a prize, reward, or winnings in gambling activities.

This means alcohol cannot be:

- ✗ A raffle prize
- ✗ A prize draw reward
- ✗ A spot prize where people paid to enter

If people pay to participate and alcohol is awarded by chance, it is generally not permitted.

How Many Events Can Be Covered?

You may include up to **12 related events** on one Special Licence application if they form part of a series or connected event.

Examples:

- Sports tournaments
- Race meetings
- Multi-day events

Separate applications are required for unrelated events.

Do We Need a Certified Duty Manager?

Most school fundraising events do not require a certified Duty Manager.

However, a Duty Manager may be required when:

- The event is alcohol-focused and has more than 400 attendees
- The Licensing Inspector determines the event presents a higher risk of alcohol-related harm
- The licensing authority requires one as a condition of the licence

If you do not have a duty manager, a nominated responsible person needs to be there to oversee the event.

If you are unsure, please contact our team for advice.

Planning Ahead

Special Licence applications should be submitted well before the event date to allow sufficient time for processing and assessment.

Applications need to be submitted **at least 21** working days prior to the event

The earlier you apply, the smoother the process will be.



How Much Does a Special Licence Cost?

It depends on the event.

Small Event	Fewer than 100 people will be attending the event
Medium Event	Between 100-400 people will be attending the event
Large Event	More than 400 people will be attending the event

And the class:

Class 3	1 or 2 small events	\$63.25
Class 2	3 to 12 Small events; or 1 to 3 medium events	\$207.00
Class 1	1 large event; more than 3 medium events; more than 12 small events	\$575.00

Need Advice?

We are here to help.

If you are planning a fundraising event and are unsure whether you need a Special Licence, contact the Alcohol Licensing Team before making arrangements.

**Contact the Marlborough District Council
Alcohol Licensing Team on
03 520 7400 if you have further questions.**