



Liquor Licensing Restrictions at BATS, Opening Night Functions and other useful info

BATS Theatre has an on-site bar, The Lumen Bar.

Because of this, BATS' whole building is covered by an '**On-License**' which restricts the use of alcohol here at BATS Theatre. To help your group know how to work within these regulations, we've put together this handy document.

BATS does not have a 'BYO License' so the general gist is that alcohol cannot be brought into this building. We do understand there are times when alcohol may be included in a production. Please make sure any alcohol requirements are communicated **in advance of your show**.

If you will require the use of alcohol, please contact (in advance):

Troy Mihaka

Front of House Manager

troy@bats.co.nz

04 802 4176

Kristin Burns

Operations Manager

kristin@bats.co.nz

04 802 4176

Lumen Liquor License

BATS' whole venue is licensed with an 'ON LICENSE'. This means alcohol may be sold here to be consumed on-site only. It cannot be taken away, nor can any person bring alcohol on-site to be consumed in our venue.

Lumen usually opens from 5.00pm Tuesday through to Saturday.

Although, alcohol may be sold here between the hours of 8.00am and 2.00am each day.

We are also licensed as an 'UNDESIGNATED' venue.

This means minors may be present in the building without their parents/guardians, but they may not purchase alcohol from the bar or consume alcohol on-site.

However, minors are welcome to purchase soft drinks or food.

Presenting Identification

The age to purchase and consume alcohol in NZ (without parental supervision) is **18 years**.



It is the law in New Zealand that **if you appear to be under the age of 25 years**, when requested you must be able to present ID while consuming/purchasing liquor in a licensed venue.

The only acceptable forms of ID in New Zealand are:

- Passport (from any country, with English translation if required)
- New Zealand Driver's License
- Kiwi Access Card
- HANZ 18+ Card

If you are travelling from abroad, you may need to bring your passport if you wish to purchase/consume alcohol here at BATS (or anywhere else in Wellington).

Holding an Opening Night Function

Opening Night Functions is a great way to engage with your audience, and to let your cast/crew relax a little after opening night. If you would like to hold Opening Night Functions for your production, here's what you need to know:

Please note: Opening Night Functions are not available for productions during the NZ Fringe Festival or NZ Comedy Festival

Timing

Opening Night drinks are served only by our Lumen Bar Staff after your opening night performance. Our Bar staff are then able to monitor consumption (as required by the New Zealand Sale and Supply of Alcohol Act 2012)

Please keep in mind, this may be affected by other shows in the building.

Food

Catering can be provided by your group, or you are able to hire a professional caterer to provide food (or have it sponsored) see *below for more info*.

Serving food is an option available for all Opening Night Functions, however it is not mandatory.

Entertainment

You are welcome to organise entertainment for your Opening Night Event, however this needs to be organised with respect to other events happening in our building.

Acoustic Musicians and small instrumental groups are popular.

Acknowledgment speeches are also a common addition to Opening Night Functions.



If you would like to provide entertainment, please discuss your ideas with our Front of House Manager

Discount Wines

BATS are happy to offer a discounted wine product for your Opening Night event. This wine is purchased specifically for Opening Night, and is not normally available at our Lumen Bar.

To order wine for your opening night, please contact our Front of House Manager directly, **at least 10 working days prior to your show** *contact details listed above.*

Wines Currently Available

subject to availability

\$15 per bottle

Montana Festival Block Pinot Noir
Montana Festival Block Merlot
Montana Festival Block Sauvignon Blanc
Montana Festival Block Pinot Gris

\$20 per bottle

Dulcet Brut Cuvee

Payment

The product purchased for Opening Night can be deducted from your ticket sales. BATS is able to deduct the charges from your Box Office Reconciliation after your production.

BATS is happy to provide an invoice, if you would prefer this.

If you would prefer to set a bar tab on the night, rather than a set type of alcohol, we are happy to arrange this. This bar tab can be invoiced to your group, or paid for from your ticket sales.

Limits on Product

BATS imposes strict limits on the amount of alcohol able to be provided to patrons. These limits are in place to discourage intoxication.

You are welcome to pre-order less than the maximum amount.

BATS will only charge your group for liquor actually opened on the night.

The limits are as follows:

- Wine - Maximum 12x 750ml bottles *or equivalent*
- Beer - Maximum 24x 330ml cans *or equivalent*
- Cider - Maximum 12x 330ml bottles additional to beer *or equivalent*



Sponsored Products for Opening Night Functions

You are able to receive sponsored product for use during your Opening Night Function. However, because of our licensing restrictions and the nature of our operations, BATS has some very specific rules around sponsorship.

Here are some key points:

Before you seek sponsorship

Talk to BATS first.

BATS has relationships with a number of liquor suppliers in Wellington and we may be able to offer you some assistance. We also know what our suppliers may require from you, or expect for their sponsorship.

Confirm Details with our Front of House Manager

Our Front of House Manager needs to confirm all sponsorship agreements which may involve BATS, or productions at BATS. We need to consider the implication of the sponsorship agreement for our ongoing business.

Remember, you're also representing BATS

BATS has a reputation to consider.

If sponsorship for your production may contravene any of BATS branding and/or marketing standards or licensing regulations, we will not permit sponsorship agreement to take place.

Liquor Sponsorship Fee - \$50

Functions with sponsored product will incur a flat fee of **\$50 (incl. GST) for corkage**. This covers our operating expenses and wages for our Lumen Bar Staff. *This will be deducted from your ticket sales.*

Delivery

Sponsored product must be delivered directly to BATS by the supplier. Please explain this to the supplier when seeking the agreement.

This is to ensure that BATS is abiding by all laws and regulations.

Leftovers

Any additional stock remaining after your event may not be taken away from BATS. As BATS has an 'On-License' this is a restriction imposed by the New Zealand Sale and Supply of Alcohol Act 2012.

Please keep this in mind when requesting product from suppliers.



Catering

You are welcome to offer catering to your patrons during an Opening Night Function, or at any other time after your performances. If you would like to offer catering, please discuss options with our Front of House Manager.

You are welcome to prepare food in our communal kitchen, but do please keep in mind that this space is utilised by all persons working at BATS during your production.

Our kitchen is fully equipped with an oven, microwave and refrigerator, all of which you are welcome to use.

Platters are a simple option for catering. Ingredients can be collected from the New World Supermarket (across the street from BATS) and prepared in our on-site kitchen.

Please keep in mind, that your crew will need to prepare the platters and organise service of the food during your function.

Professional Caterers are welcome to provide service during your Opening Night Function.

Our lack of commercial kitchen can present a challenge to professional caterers, however there are a few who have worked with BATS in the past and who know our system well.

Please discuss options with our Front of House Manager.

Tea and Coffee

Tea and Coffee can be provided as a part of catering.

BATS has equipment for this, such as urns, tea pots, and spoons and cups.

Tea and Coffee supplies will need to be sourced by your group for use during this event, as BATS is not able to supply enough stock.

Cleaning Up After

While you are welcome to use BATS' kitchen and servingware, it is the responsibility of your group to keep our kitchen tidy.

Alcohol as a Prop

Some groups choose to use real alcohol, or alcohol paraphernalia, as a prop in their production.

BATS does allow this use, however our licensing requirements will still apply.

If you would like to use alcohol in your production discuss this with our Front of House Manager in advance.

Any alcohol used in any form here at BATS, must be purchased through our Lumen Bar.

These will be charged to your production and deducted from your ticket sales.

Alcohol on Stage



If you would like to use alcohol on stage, please let us know. BATS can source almost anything from our suppliers, and we are happy to obtain this at cost price for your production.

Fake Alcohol Products

If you are replicating alcohol on stage in any way, be that substituting a product of similar appearance, or empty liquor bottles/vessels, please let us know. BATS needs to know of any alcohol related props to be able to meet our licensing requirements under the New Zealand Sale and Supply of Alcohol Act 2012.

Other Miscellaneous Uses

There are other circumstances where alcohol may be used by a production, we understand this and are happy to work with your crew to organise whatever needs you may have. Please discuss any alcohol related requests you may have with our Front of House Manager in advance.

Here are a few examples:

Alcohol for Cleaning

BATS is able to provide vodka for use as a cleaning product during your production. If you have a need for this (or any other backstage use), please let us know in advance.

Alcohol as a Giveaway

Your production is welcome to giveaway alcohol, such as bottles of wine, during your production. This can be as prizes to audience members or as 'thank-you's to sponsors or key production members.

There are some very specific rules in the New Zealand Sale and Supply of Alcohol Act 2012 relating to this.

- Once presented, any alcoholic gifts must be stored with the Lumen Bar staff until departure.
- Alcoholic gifts may not be consumed on the premises at any time.
- It is the responsibility of the production to ensure that the correct person leaves with the correct gift item (not that of the Lumen Bar Staff).

Alcohol Received from Guests

It is common that friends and family may wish to present a bottle of wine as a gift to practitioners. Especially following opening night performances.



If a member of your cast/crew has been presented with an alcoholic gift, please ask them to leave this with the Lumen Bar Staff until the cast/crew member is ready to depart.

Alcohol in Transit

It is possible, upon arrival at BATS, that a practitioner may have alcohol in their possession, be it for consumption after BATS or remaining from earlier in the day. No Alcohol is permitted to be kept anywhere other than the Lumen Bar.

If you find that you are in possession of alcohol when you arrive at BATS, please leave this with the Lumen Bar Staff. The Lumen Bar Staff will be happy to hold this for you until you are ready to leave the building.

Alcohol Regulations and Restrictions

The Legal Stuff

- BATS is licensed as an 'ON-LICENSE' premises under the Sale and Supply of Alcohol Act 2012
- BATS is designated as an 'UNDESIGNATED' premises under our liquor license
- Alcohol may be consumed on-site only if purchased directly from BATS
- Alcohol may only be consumed while a designated Duty Manager is present
- Approved NZ Identification may be required for purchases
- Duty Manager holds all responsibility for responsible service of alcohol
- Any alcohol required for productions must be purchased directly through Lumen
- Any sponsored products must be delivered directly to BATS from the supplier and may not be sold or charged for
- Sponsored products incur a corkage charge per event
- Limits apply to alcohol made available free-of-charge during events
- All product request must be made **10 working days before** your opening night

BATS takes these restrictions very seriously.

Under the New Zealand Sale and Supply of Alcohol Act 2012 if any of BATS' License Regulations are breached, BATS is liable for a large monetary fine and the loss of our liquor license.

Under the same law, if BATS' License Regulations are breached our staff are also liable for a large monetary fine and a prohibition from holding employment in a licensed premise - ie, they could lose their job and their ability to find a new job.

Please keep this in mind during your production.



If any breach of these restrictions is discovered

BATS may choose to impose a monetary fine for any breach of these regulations.

This fine will be deducted from your ticket sales.

Repeated offences may result in the cancelling of any remaining performances and/or restrictions on future performances.

Monetary Fine

The current monetary fine imposed on any groups found to be in breach of these regulations is currently set at:

\$150.00

BATS is Here to Help

If you have any questions about the use of alcohol in your production, or about licensing restrictions at BATS, feel free to contact us.

We will be happy to talk through your ideas and find a way to work with your production inside the requirements of our liquor licensing restrictions.

Looking forward to seeing you in the next few weeks

Ngā mihi