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

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