

## Temple Sowerby Victory Hall Alcohol Booking Form

<b>Hirer – Name</b>	
<b>Mobile Phone Number</b>	
<b>Date of application</b>	
<b>What is the licence covering?</b>	
<b>Type of Licence</b>	TENs / TSVH Licence / Other ..... .....
<b>Rooms to be used?</b> <b>Where will bar be sited?</b>	
<b>Dates and times required</b>	

### Conditions for hire of Victory hall for Sale or Provision of Alcohol

This form is to be completed when the hall is being used for the sale or provision of alcohol, in addition to the usual booking form. The hirer will be required to obtain (apply and pay for) a Temporary Event Notice. Unless the Trustees have given their approval to use the hall licence (see Licensing Policy).

The Temple Sowerby Victory Hall Trustees reserve the right to refuse bookings at their sole discretion.

The Hirer and a Trustee of the Victory Hall must sign this form before the booking can go ahead. Those people who will be responsible for the service of alcohol on the day must be identified and they must be given a copy of this policy to read. They will be personally responsible and should be aware that certain aspects of the Licensing Act 2003 carry criminal sanctions.

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**Timing** - The Victory Hall licensing is valid between 10:00 and 01:00 (00:00 on Sunday). However, the trustees will not usually support any application beyond 23:00. TENs applications need to specify the hours and require a Trustee's permission if the application goes beyond 23:00.

**Noise** – During any activity that could cause a noise disturbance the windows and doors must be closed except for access. Where licensed music is involved, the Hirer must consider how they plan to avoid disturbing residents. For events ending after 23:00, the Hirer must present a plan to be agreed with the Trustees, as to how they would avoid disturbing residents and local business.

**Bar Area and Rooms where Alcohol to be Consumed** – The Hall rooms to be used by the Hirer and the siting of the bar should be agreed with the Trustees and noted on this booking form (above). Please be aware alcohol cannot be sold or consumed on the Hall's stage, stairways, and toilets. Alcohol cannot be consumed in the kitchen.

**Notices/Posters** – Hirers will be provided with a poster which must be displayed visibly at the bar area. It details some of rules around serving alcohol.

**Persons Serving Alcohol** must be over 18 years of age and have read, understood and agreed to comply with the Victory Hall Alcohol Policy.

### Verify Age

- consumption of alcohol by persons under the age of 18 is prohibited
- provision or sale of alcohol to persons under the age of 18 is prohibited

It is the Trustees' policy that all Hirers implement Challenge 21, (age verification based on 21 years). Proof of identity must be provided if the person appears under the age of 21 years. ID must include photo, date of birth and a hologram to demonstrate the card is genuine. All volunteers who serve alcohol must be aware of this process. One of the following is required:

- photo driving licence
- passport or proof of age card using PASS hologram
- military ID which states the date of birth of the holder



### Supply of Alcohol

- **Small Measures** – Under the Licensing Act 2003, alcohol that is not supplied in a closed container, e.g. a can of beer, a bottle of wine, shall be made available in small measures. If a customer purchases a drink without specifying the size, for example, a 'glass of wine', they shall be made aware that these measures are available. These measures are:

Beer or cider: 1/2 pint

Gin, rum, vodka or whisky: 25ml

Wine in a glass: 125ml

- **Free tap water** – Free tap water must be provided on request.

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- **Sale below retail price** – Alcohol shall not be provided at a price below the permitted price defined in the Licensing Act 2003. The pricing of alcohol for sale should be based on the retail price plus a mark-up. Customers using the premises for the sale of alcohol must agree their pricing with the Trustees in advance and adhere to the pricing policy for the duration of the event.
- **Alcohol must not be poured** directly into a person's mouth.
- **Consumption on Premises only** – Alcohol purchased on the premises must only be consumed on the premises. Alcohol should not be consumed outside the Hall.
- **Irresponsible Alcohol Promotion** - Promotions of any kind which carry a risk of encouraging the sale or supply of alcohol for consumption on the premises are prohibited.
- **Cessation of sales** – The sale of alcohol should must at least 20 minutes before the premise is vacated/or at the agreed licence end.

**Refuse to Serve if Underage** – The person serving alcohol has an obligation to refuse to supply alcohol if they have any reason to believe that the person attempting to buy alcohol, or obtain alcohol for, is under 18. **Remember Challenge 21** and what constitutes acceptable ID, is detailed above.

**Refuse to serve if appears Drunk/Intoxicated** – The Licensing Act 2003 makes it a criminal offence to serve alcohol to a person who appears to be drunk/intoxicated, or a person who is buying alcohol for consumption by a person who appears drunk/intoxicated. Be aware that the Hirer will be held responsible. The licensing authorities expect persons serving alcohol to:

- understand that it is a criminal offence to serve someone who is/or appears to be drunk/intoxicated.
- understand how to determine whether a person is drunk/intoxicated and know how to prevent service of alcohol to a person who is or appears to be drunk/intoxicated.

Look at the website <https://www.drinkaware.co.uk/>

**Any refusal to supply alcohol should be recorded (time, date, reason) and reported to a Trustee of the Hall as soon as possible, and at least within 24 hours.**

**No Smoking or Vaping** is permitted within the Hall.

**No Drugs** – The Hall has a zero-tolerance policy on illegal drugs. Possession, use, supply or intent/suspicion of these will be reported immediately to the police.

**Report to the Trustees** – Any incidents such as refusal to serve (e.g. age verification, intoxication) as well as any reports of disturbance to residents or any other significant event.

**Persons in charge of events must enforce these policies.**

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Please sign below to confirm that you have understood and will comply with the terms and include a list of those who will be involved with your event and potentially serving alcohol.

## Hirer's Signature

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

## On behalf of TSVH Trustees

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

## List of people serving or managing at the event.

The following people will be responsible for serving or for managing the premises during the period of hire and by signing above the person hiring commits that they will be given a copy of this and made aware of the duties and liabilities that they are under.

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