

## Temple Sowerby Victory Hall Alcohol Policy and Booking Form



This form is to be completed when the hall is being used for licensed activities, in addition to the usual booking form. The hirer will be required to either purchase a Temporary Event Notice or if the committee has given its approval and the hirer is a village resident they may be allowed to use the hall license. The Temple Sowerby Victory Hall Committee reserve the right to refuse bookings.

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 on the day must be identified and they must be given a copy of this to review, they will be personally responsible should be aware certain aspects of the Licensing Act 2003 carry criminal sanctions.

<b>Hirer – Name</b>	
<b>Mobile Phone Number</b>	
<b>Date of application</b>	
<b>What is the license covering?</b>	
<b>Rooms to be used</b> <b>If serving alcohol – State site of bar</b>	
<b>Dates and times required</b>	

### Conditions for hire of Victory hall for licensed purposes

**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 activity which goes beyond 23:00. TENs applications will need to specify the hours and would require the Trustees permission if the application was beyond 23:00.

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

**Single Age Parties** - Alcohol will not be allowed at any birthday parties under 25th year.

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**Bar and Rooms where Alcohol is 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. Please be aware alcohol should not be sold or consumed on the Hall stage, stairways and toilets. Alcohol should not 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, age and drunken behaviour.

**Persons Serving Alcohol** must be over 18 years of age and have read, understood and comply with these terms for the hire of the Hall.

## Verify Age

- the consumption of alcohol by persons under the age of 18 is not allowed
- providing alcohol for sale to persons under the age of 18 is not allowed
- providing alcohol to a drunk person is not allowed

It is the Committee's 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 license
- passport or proof of age card using PASS hologram
- military ID



## Supply of Alcohol

- **Small Measure** – 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 small measures. If a customer asks for 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 or 35ml

Wine in a glass: 125ml

- **Free tap water** – Free tap water must be provided on request.
- **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.
- **Alcohol must not be poured** directly into a person's mouth.

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- **Consumption on Premises only** – Alcohol purchased on the premises should be consumed on the premises. Alcohol should not be consumed outside of 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 shall be prohibited.
- **Cessation of sales** – the sale of alcohol should cease at least 20 minutes before the premises is vacated/or when the license is agreed to end.

**Refuse to Serve if Underage** – If any person serving alcohol, has any reason to believe that a person attempting to buy or obtain alcohol is under 21 and that person is not able to produce acceptable ID, then the person serving alcohol has an obligation to refuse to supply alcohol.

**Refuse to serve if appears Drunk/Intoxicated** – The Licensing Act 2003 makes it a criminal offence to serve alcohol to a person who appears or a person who is buying alcohol for the consumption of a person who appears drunk. 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 drunk
- have some understanding of how to determine whether a person is drunk and a plan of what to do

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

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

**No BYOB at events.** Guests attending licensed activities are not permitted to bring their own alcoholic beverages.

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

**No Drugs** - Any use of illegal substances, within the Village Hall will not be tolerated. Any person using or suspected of using illegal substances will be reported to the Police.

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

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

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## Signature

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

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

Name \_\_\_\_\_

Signed for Trustees \_\_\_\_\_ 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 liability that they are under.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____