Premises License & Sale of Alcohol Policy

Introduction

The purpose of this document is to define the Swanton Novers Village Hall policy (hereinafter referred to as the Village Hall) relating to the Village Hall's Licensable Activities and the legal obligations surrounding the sale of Alcohol.

Licensable Activities

Under Part 3 of the Licencing Act 2003, The Village Hall has been granted a Premises Licence LN/000007891 for the following activities.

- Plays
- Films
- Indoor Sporting Events (where audience is present)
- Live Music
- Recorded Music
- Performance of Dance
- Boxing or Wrestling
- Making Music
- Dancing
- Late Night Refreshment
- Sale of Alcohol On Premises
- Sale of Alcohol Off Premises

Any event that falls outside of the above list will require a Temporary Event Notice (TEN) which can be obtained from either the Village Hall or from the Licencing Authority (North Norfolk District Council). There is a charge of £21 for each TEN issued, up to a maximum limit of 15 TEN's per calendar year for each Premises Licence.

Village Hall Licencing Times for Licensable Activities.

The Village Hall has been granted a Premises Licence by North Norfolk District Council (Licencing Authority) between the hours of 00.00 to 00.00 Sunday to Saturday, 7 days a week, however, where alcohol is to be sold or supplied, the Village Hall Committee have restricted this licence from between 12.00 and 23.30 hours, in line with their premises hire contract agreement. Applications to extend the licencing hours can be considered by the committee on an individual basis.

Sale of Alcohol.

The Licencing Act 2003 requires that there is a Licence for the sale of alcohol at all events where:

- You are charging for alcoholic drinks at any event including private functions.
- If the event is ticketed and you are providing a free alcoholic drink.
- If the event has an entrance charge and you are providing a free drink.
- If you are charging for a meal with an alcoholic drink included in the price.

A licence is not required when:

- An event is free, and alcohol is provided free of charge. (Private function, such as wedding, private party etc, where alcohol is free of charge)
- You bring your own drink to consume on the premises.
- Alcohol is donated by an individual (not event organiser where charges apply for entrance.)

Authorisation for the Sale or Supply of Alcohol

In instances where hirers of the Village Hall wish to supply alcohol under the terms of the Licencing Act 2003, as defined above, authorisation must be sought from the Village Hall Designated Premises Supervisor (hereinafter referred to as the DPS) as named on the Premises Licence. A small admin fee of £10 is applicable.

In addition the hirer will be required to :-

- Complete a Village Hall Hire agreement.
- Nominate a Responsible Person (for the sale of alcohol)
- Ensure that the Nominated Responsible Person and all appointed bar staff read, agree and sign this policy document.

Note: In the event that the Hirer or Nominated Responsible Person is a Personal Licence Holder then authorisation to sell or supply alcohol must still be sought from the Village Hall DPS.

Village Hall Terms and Conditions

The Licencing Act 2003 carries a legal obligation for both the Premises Licence Holder(s) and Personal Licence holder(s) to adhere and promote the following Licencing Objectives

1. Prevention of Crime and Disorder
2. Protection of Public Safety
3. Prevention of Public Nuisance
4. Protection of Children from Harm

To align the Village Hall policy with the above licencing objectives the following rules will apply to all sales of alcohol undertaken on the Swanton Novers Village Hall premises.

1. No person under the age of 18 is authorised to sell or supply alcohol unless authorised by a Responsible Person at the time of sale.
2. No person under the age of 18 is allowed to be behind the bar area where alcohol is sold or supplied unless authorised by a Responsible Person.
3. No alcohol is to be sold or supplied to any person under the age of 18 except under the following condition:

    a. A person aged 14 and above is allowed a single alcoholic drink only as a compliment to a meal that is served or provided.
    b. No alcohol is to be provided to any minor under any other circumstances.

4. It is an offence to purchase and/or supply alcohol to a minor.
5. No child under the age of 16 is permitted access to the Village Hall where alcohol is being sold or supplied unless accompanied by an adult.
6. No alcohol is to be sold to/or obtained for, anyone that is intoxicated.
7. No alcohol is to be sold or supplied outside of the hours stipulated in the hire agreement or outside of the terms of the premises licence.
8. Alcohol drinking competitions are prohibited.
9. Alcohol is not to be dispensed directly into the mouth.
10. Do not offer alcoholic incentives or promotions, for example, two for one, happy hour, etc.
11. Free drinking water must be made available.
12. Small or half measures must be made available.
13. Alcohol Tariff list to be displayed showing the Alcohol By Volume for all alcoholic beverages. (ABV%)

Age Verification

The Village Hall Committee have, in accordance with their legal obligations under the Licencing Act 2003, have implemented the following Age Verification policy in relation to the sale and supply of alcohol.

The Village Hall committee require individuals who appear to the Responsible Person to be under the age of 18 years of age to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and a holographic mark. This can include, for example:

- A photo card driving licence
- A passport
- A proof of age card bearing the PASS hologram

Responsible Persons

For the purposes of this policy the following are considered to be responsible persons:

- The holder(s) of the premises licence.
- The designated premises supervisor.
- A person aged 18 or over who is authorised to allow the sale or supply of alcohol by an under 18.
- A committee member or trustee of the Village Hall premises in a capacity which enables him or her to prevent the supply in question.

As the named Hirer of Swanton Novers Village Hall I confirm that I have read and fully accept the above Terms and Conditions.

Name:

Date:

Signature:

As the named Nominated Responsible Person I confirm that I have read and fully accept the above Terms and Conditions.

Name:

Date:

Signature:

Designated Premises Supervisor Authorisation

Name: Gerard Eaton

Date:

Signature: