



Hanslope Village Hall Trust

Registered Charity No: 281981

Chairperson: Mr A Grout
Secretary: Dr J Sorrell
Treasurer: Mr G Beck

AUTHORISATION FOR SALE OR SUPPLY OF ALCOHOL (v5 May 14) IN ACCORDANCE WITH LICENSING ACT 2003

Dear: (complete)

This letter gives you the authorisation of the Hanslope Village Hall Management Committee to sell, supply &/or consume alcohol at the following function (s) at Hanslope Village Hall. This includes the supply of alcohol in a raffle. This applies to all use of alcohol at any public or private event at Hanslope Village Hall (see over)

Date (s): (complete)

Description: (complete)

(complete)

Times: (complete)

Named person/external licensee responsible for running the bar (if applicable):

Name & Address: *(NB. external licensee must be chosen from list approved by management committee)*

(Complete)

The following responsibilities apply to all those selling or supplying alcohol for consumption:

- Awareness of the Licensing Act 2003 (Mandatory to re-licensing conditions) Order 2010
- No alcohol is to be sold, supplied or delivered to anyone less than 18 years of age (a PASS proof of age card, photo driving license or passport **only** can be accepted as proof of age. A soft or non-alcoholic drink may be provided, **not** a low alcohol drink. An adult may purchase wine, beer or cider for someone aged 16 or over **only** for drinking with a table meal taken with an adult.)
- No alcohol is to be sold or supplied to anyone who appears to be drunk or who is buying for someone who drunk. (Slurred speech, clumsy movement and loud or aggressive behaviour are signs of drunkenness)
- Drunk and disorderly behaviour must not be permitted. (If someone refuses to leave when asked politely to do so warned them that they are committing a criminal offense If they still refused to leave call the police for assistance, do not attempt to remove them, for safety reasons). (this applies to private as well as public events)
- Smuggled goods must not be sold, supplied or kept on the premises.
- Every sale, supply or serving of alcohol **by** a person under age 18 must be specifically authorised by the person's named below who are authorised to give such approval. (Complete is applicable)

(complete)

- if you suspect that anyone is taking or supplying drugs inform the police (this applies to private as well as public events)

These responsibilities also apply where the sale or supply of alcohol is carried out under the authority of a Event Notice, as well as sales under the Village Hall's Premises License

Note that the maximum penalty for breaking the law in these respects is a fine of £20,000 or 6 months in prison. Those attempting to purchase alcohol who are under 18, buying for someone under 18 or who are drunk or buying for a drunk are also guilty of an offence under the Law. This applies to supply as well as sale.

Please contact: *Dr John Sorrell, Secretary to the Management Committee, 12 Weavers End, Hanslope, 01908 510747 or 07889 181158* in case of questions or problems. (Designated Hanslope Village Hall Management Committee member for Premises License)

Signed: Date:

I agree to comply with these requirements for the sale of alcohol at my event (s) and agree to being the named person responsible during my Hiring of the Village Hall

Signed: Date:

Once Hirer has signed this document **please return one signed copy** to the Hall manager as soon as possible.

PLEASE NOTE THIS PERMISSION IS NOT VALID UNTIL THIS FORM IS RETURNED, SIGNED TO THE MANAGER

Hanslope Village Hall Management Committee
Information to applicants seeking permission to bring alcohol to their event
PLEASE NOTE

Hanslope Village Hall holds a License for the provision, supply and sale of alcohol. The Village Hall Management Committee is the licensee and has responsibility for the use of alcohol **in any form** on village hall premises. Hirers **must obtain written permission from the management committee before any alcohol is brought onto the premises**. This includes a private hiring for parties, weddings and other celebrations as well as events which sell tickets to the public.

Use of alcohol includes:

- The sale of alcohol for consumption on or off the premises
- The free supply of alcohol at an event (this includes a wine and cheese event)
- Participants at an event bringing their own alcoholic beverages for consumption on the premises.

This includes during the performance and rehearsals for entertainments, dramas and plays

- Alcohol in raffle prizes
- Alcohol tombola prizes

As licensed premises all supply, use and sale of alcohol on the premises must comply with the Law and required the explicit permission of the License Holder. Breach of the Law is a serious offence

(Document v1 May 2014)