

Temple Sowerby Victory Hall CA10 1SB
Registered Charity Number: 1177446



Temple Sowerby Victory Hall
Alcohol & Licensing Policy

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DATED

1. Throughout this alcohol license policy:
 - Temple Sowerby Victory Hall is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Village Hall’s charity trustees, employees, volunteers, agents and invitees
 - the person or organisation hiring the hall is referred to as “you”; and “your” is to be construed accordingly; “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
 - where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Hall Chairman or, if the Hall Chairman is not available, any of our charity trustees.

2. Activities that take place in Temple Sowerby Victory Hall may require licensing subject to the relevant Licensing Act 2003 and the Deregulation Act 2015. While we most often think of alcohol sales, licensing is also sometimes required for other entertainments.

Temple Sowerby Victory Hall is subject to the provision of the Licensing Act 2003 and the Hirer must at all times comply with the Act and all its amendments. The licensing law requires that there is a licence for the sale of alcohol at all events.

The hall is licensed for the performance of plays and dance, film shows, indoor sporting events, playing of live and recorded music and similar entertainments. The hours during which these activities can take place are stated on the licence, a copy of which is displayed in the Hall. Hirers must not undertake any licensable activities for which the hall does not have a licence. Hirers must adhere to the times stated for the activities for which the hall does have a licence. It is anticipated that it will only be on exceptional occasions that the Trustees will permit an event which finishes later than 23:00. The Hall is Licenced for the sale of alcohol.

3. Temple Sowerby Victory Hall Trustee Committee has been granted its own licence for community functions. This includes the sale of alcohol. This licence is in the name of the Trustee Committee and not an individual person. This licence is only allowed to be used when the Trustee Committee has granted permission for its use.
4. When the Village Hall licence is used, the Trustee Committee is legally responsible for the sale of alcohol. Any persons wishing to use the Village Hall licence must:
 - Make a request to the Trustee Committee via the Bookings Secretary
 - Ensure permission is confirmed, prior to advertising that alcohol is to be sold at the event. In all cases where alcohol is supplied, whether sold or provided for free, it is the responsibility of the licence holder or the hirer to ensure that no underage person can consume alcohol, under any circumstances.

If there is any doubt about a person's age, credible identification must be provided. The Magistrates' Court can give an unlimited fine for the following offences under the Licensing Act 2003:

- Sale of alcohol to children
 - Allowing the sale or supply of alcohol to children
 - Purchase on behalf of a person under the age of 18
 - Knowingly allowing the consumption of alcohol on relevant premises by children
- Licensing laws are set by the Council and enforced by the licensing officer.

The sale of alcohol and licences is monitored by the police, child protection and several other organisations. The licensing team are extremely strict on these regulations and have the power to withdraw not only an alcohol licence but also a venue premise licence. Without a premise licence a venue is not legally permitted to hire out rooms. If your event requires a licence, permission must be sought from the Trustee Committee to use the licence. Without permission to use the licence it is illegal to sell alcohol and it must not be sold at the event.

5. You agree that if regulated entertainment, not covered by our Premises Licence, is to be held you must obtain our consent to give notice of a Temporary Event Notice (TEN) to the licensing authority.
6. You agree to give us notice of your intention to provide alcohol at the event and to give notice of a TEN to the licensing authority.
7. If you fail to comply with (5) or (6) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.
8. Temple Sowerby Victory Hall licensing is valid between 10:00 and 01:00 (00:00 on Sunday). However, the Trustees will not support any activity which goes beyond 23:00. TENs applications will need to specify the hours and require the permission of the Trustees if the application was beyond 23:00. The license is for inside the Victory Hall and alcohol should not be consumed outside.
9. 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 and after 23:00 and the hirer must present a plan to be agreed with the Trustees, as to how they would avoid disturbing resident and local business.
10. Anyone serving alcohol must be over 18 years of age and have read, understood and comply with these terms for the hire of the hall.

- 11.** If you're under 18, it's against the law:
- for someone to sell you alcohol
 - to buy or try to buy alcohol
 - for an adult to buy or try to buy alcohol for you to drink alcohol in licensed premises

However, if you're 16 or 17 and accompanied by an adult, you can drink (but not buy) beer, wine or cider with a meal (not a snack)

- 12.** Hirers must not sell alcohol to people who are drunk and should not allow the consumption to get to the point of intoxication.
- 13.** Free drinking water must be made available and soft drinks should be included in the drinks for sale.
- 14.** A person must be appointed by the hirer, over the age of 21 and who will be present throughout the hire period who will be responsible for making sure that the above conditions and those of licence are followed.
- 15.** Where alcohol is to be served at a private party and not sold to the public, the Responsible Person nominated by the Hirer must ensure that the law concerning underage drinking, supplying alcohol to drunks, making water and soft drinks available and abiding by the licensing hours are abided by.