



## **Crackington Institute Alcohol Policy & Procedures**

### **CONDITIONS TO APPLY FOR THE SALE AND CONSUMPTION OF ALCOHOL**

The Licensing Act 2003 requires that there is a licence for the sale of alcohol at all events.

You are selling alcohol if:

- You are charging for alcoholic drinks at any event.
- If the event is ticketed and you are providing a free drink. (This is seen as selling as the cost is included in the ticket price).
- If the event has an entrance charge and you are providing a free drink.

A licence is not required when:

- The event is free, and drink is provided for free (for example a family wedding or party where alcohol is not charged for).
- If people bring their own drink with them to consume on the premises.
- If alcohol is donated by an individual (not an organisation charging for entrance).

### **The Village Hall Licence**

Crackington Institute Village Hall Management Committee has applied for and purchased its own licence for community functions. This licence is in the name of the Management Committee and not an individual person. This licence is only allowed to be used when the Management Committee has granted permission for its use. When the Village Hall licence is used, the Management Committee is legally responsible for the sale of alcohol.

Any persons wishing to use the Village Hall licence must:

- Make a request to the Management Committee via the Bookings Secretary or by ticking the appropriate box on the online booking form.
- Ensure permission is confirmed, prior to advertising, that alcohol is to be sold at the event.

- Be aware that the licence comes at a cost to the hall. The trustees require an additional charge over and above the booking fee of £20 for community or charity events and will be reviewed annually.

In all cases where alcohol is supplied, whether sold or provided for free, it is the responsibility of the licence holder or the hirer (if no licence is required) to ensure that no underage person is allowed to 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 premises by children

A Licensing Policy is set by Cornwall Council and enforced by the Licensing Officer, to ensure adherence to the Licensing Act 2003. The sale of alcohol and licences is monitored by the police, child protection and a few other organisations. The licensing team are very 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 you do not wish to apply to use the Crackington Institute Village Hall alcohol licence, then you must obtain a:

### **Temporary Event Notice**

- For most functions selling alcohol, an application for a 'Temporary Event Notice' (TEN) is required. Applications are made via the Council's website. The current cost is £21 per licence. Please ensure you post applications off well before your event as you MUST have the licence before the event.
- Prior to applying for a licence please make the Village Hall Management Committee aware, as there is a limit on the amount of TEN licences a venue can be used for in any 12-month period.
- The Booking Secretary must see a copy of the licence or a confirmation email prior to the event to be assured a licence is in place.
- The person who has applied for the TEN and is named on the application is legally responsible for the sale of alcohol.

## **General Conditions**

Whether you are using the Crackington Institute's licence or have your own TENS the following must be complied with:

### **Children and Alcohol.**

It is against the law to sell alcohol to any individual under the age of 18 or to purchase alcohol on behalf of any individual under the age of 18.

It is also against the law for any individual under the age of 18 to consume alcohol on the premises

If a young person, who appears to be 25 or under asks for alcohol, they will be required to prove their age before being served, unless you are certain (from personal knowledge or because you have seen proof of age on a previous occasion) that the person is 18 or over. Proof of age accepted documents are a passport, a photo driving licence or a proof of age card having the PASS accreditation hologram on it. Photocopies are not acceptable. (This is in line with the Challenge 25 policy)

### **Permitted Hours**

Crackington Village Hall is licensed for the sale of alcohol only within the hours authorised by the premises licence. Hirers must abide by the licence time conditions. These are Monday to Saturday 10am to 11pm and Sunday 10am to 10.30pm.

### **Selling Responsibly**

Hirers must not sell alcohol to people who are drunk and should not allow the consumption to get to the point of intoxication.

### **Water and Soft Drinks to be Available**

Free drinking water must be made available and soft drinks should be included in the drinks for sale.

### **Private Parties**

Where alcohol is to be served at a private party and not sold to the public, the Responsible Person named on the TENS 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.

### **Prevention of Crime & Disorder**

An Incident Log is available in the kitchen beside the First Aid Box. If there is any activity of a violent, criminal or anti-social nature this should be recorded. The record should contain the time and date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident.

## **Village Hall Events**

A member of the Trustees will be present at all events aimed at raising funds for the Village Hall and will be the Responsible Person.

*I the Hirer have read this Policy & the Procedures for the use of the Crackington Institute's Alcohol Licence and agree to follow all the instruction contained within it.*

*Signed:*

*Date:*

*Print Name:*

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