

# **Rowlands Castle Parish Hall Premises Licence Policy**

## **Introduction**

This document outlines the policies and procedures for ensuring that the Parish Hall operates in accordance with its premises licence and complies with relevant legislation, including the Licensing Act 2003.

## **Objectives**

This policy is designed to promote the four licensing objectives:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

## **Licence Conditions**

The Hall is licensed by East Hampshire District Council (EHDC) for the following activities:

- The sale and supply of alcohol
- The performance of live and recorded music
- The provision of facilities for dancing and entertainment
- The exhibition of films and plays

In 2011, the Committee removed the requirement for a Designated Premises Supervisor (DPS) from the premises licence. The Management Committee now takes overall responsibility, but are usually not present. Hirers will be made aware that they are responsible for following this policy during their event.

A licence is not required when:

- The event is free and a drink is provided for free. (for example, a family wedding or party where alcohol is not charged for)
- People bring their own drink with them to consume on the premises

## **Operating Procedures**

- The Licence must be displayed in a prominent location in the Hall.
- This policy will be available on the hall's online booking system.
- All events serving alcohol must be supervised by a responsible adult.
- The hire agreement will state that the hirer must follow the conditions of the Premises Licence.
- The responsible person must take reasonable steps to prevent irresponsible promotions, e.g. Drinking games or encouraging rapid alcohol consumption.
- No alcohol should be dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

- Individuals who appear under 18 must show ID with their photo, date of birth, and a holographic mark.

The responsible person shall ensure that-

(a) where any of the following alcoholic drinks are sold or supplied for consumption on the premises (**other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container**) it is available in the following measures-

- (i) beer or cider: ½ pint;
  - (ii) gin, rum, vodka or whisky: 25ml or 35ml; and
  - (iii) still wine in a glass: 125ml; and
- (b) customers are made aware of the availability of these measures

- Every event, where supply of alcohol under the premises licence will take place, must be made or authorised by the Management Committee: delegated to the Administration Officer.
- When exhibiting films the admission of children must be restricted in accordance with the British Board of Film Classification.
- For specific activity times, see Appendix 1 of this policy.
- For more details on all conditions see the licence on EHDC's register <sup>1</sup>

## Public Safety

- The Hall will maintain appropriate safety measures, including fire alarms, emergency lighting, and first aid facilities
- Fire exits must be kept clear and fully operational at all times
- Maximum occupancy limits/safe table/chair layout must be strictly adhered to
- Children must be supervised at all times during events

## Noise Control

- Event organisers must monitor noise levels to ensure they do not cause a nuisance to neighbouring properties
- All regulated entertainment shall be inaudible at the boundary of the nearest noise sensitive premises between 23.30hrs and 08.00hrs Monday to Sunday
- Clear notices are displayed at all exits, asking people to respect local residents and leave quietly
- All windows and doors shall be kept shut when amplified music is being played indoors after 21.00 hours, except for access

Policy approved by the Rowlands Castle Parish Hall Management Committee on:

Review date: 31/05/26

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<sup>1</sup> <https://licensing.easthants.gov.uk/1/LicensingActPremises/Search/359>