

## THORGANBY VILLAGE HALL

### Application and Operating schedule for a licenced bar to be authorised at an event at Thorganby Village Hall

If your event will involve the sale or supply of alcohol then this form must be completed and all guidance read and followed. (If alcohol will be at your event but will be provided free of charge for private guests then, in the interests of safety and with respect to neighbouring properties, all restrictions and guidance herein will still apply).

Description of event	
Date	
Time (from/to)	
Name of hirer	
Business name (if applicable)	
Address	
E-mail	
Telephone	
Name of person to be authorised to sell alcohol in accordance with the Licensing act 2003	
Address (if different from above)	

**Please ensure the following guidance is read and followed.**

- Permitted hours must be adhered to taking into account and “drinking up” time.
- No alcohol should be supplied to any persons under the age of 18 years. Ensure that no persons over 18 years are obtaining alcohol for those underage.
- Ensure that an effective proof of age policy is in place with bar staff (e.g. challenge any age under 25).
- No alcohol will be allowed to leave the grounds of the village hall.
- If your event will be outside the building then please pay extra attention to reduce the potential noise pollution for neighbouring properties.

- Any person under the age of 18 should be accompanied by an adult.
- Provisions should be made to ensure that children at the event are not allowed in the bar area.
- Any persons supervising children should not become intoxicated.
- All stewards and bar staff should be over 18 years and not themselves become intoxicated.
- Any persons who become intoxicated should be refused further supply of alcohol.
- The person with overall responsibility for the event (named above) should remain available throughout the event in case of emergency.
- First aid supplies are available and clearly signed in the kitchen.
- Please read the fire safety information on the noticed board and familiarise yourself with the fire exits prior to the event.
- Do not allow any obstruction of the fire exits at any time.
- Please show courtesy and respect to neighbouring properties by reducing the potential noise at your event and also by ensuring the permitted hours are not exceeded.
- A member of the committee will be on call for your event and will have the authority to intervene if a nuisance is being caused.
- The Committee reserves the right to withhold all or part of the security deposit should any dispute arise as a result of this guidance not being followed.

Emergency contact details for the committee representative at this event;

Committee member name	
Phone	
email	

Signed by the Hirer, as detailed at (2) of the hiring agreement (duly authorised on behalf of the business or organisation where applicable):

Name (Hirer)	
Signed	

The Committee hereby agree to authorise the persons named above to sell alcohol at the event detailed above. Signed by the Thorganby Village Hall Committee

Name (Trustee)	
Signed	