



## WYVERSTONE VILLAGE HALL

### ALCOHOL REQUEST FORM



No alcohol can be sold or supplied without the prior consent or knowledge of the Designated Premises Supervisor Mrs Jan Axton (01449 780001 or 07796 384598 or email [jan.axton@yahoo.com](mailto:jan.axton@yahoo.com)). Hirers requiring the distribution and consumption of their own alcohol must complete an Alcohol Request Form that is returned to the DPS or the Booking Secretary.

If permission is given by the DPS to distribute and consume alcohol, the Hirer is responsible for ensuring that the conditions of the Premises Licence are met.

Alcohol can only be purchased for consumption within the Hall or the Terrace. NO OFFSALES AVAILABLE

**Any alcohol brought onto the premises without consent can and will be confiscated and the Hirer will be deemed to have broken the Terms and Condition of Hire**

If you wish to serve alcohol at your event, then written permission from the Village Hall DPS is required. In order for the request to be assessed please provide the following information and two forms of identification.

#### Hirer Details

- Name \_\_\_\_\_
- Address \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_
- Telephone \_\_\_\_\_
- Email \_\_\_\_\_
- Date and time of event \_\_\_\_\_
- Description of event \_\_\_\_\_
- Number of attendees (approx) \_\_\_\_\_

#### Alcohol Details:

- Type of Alcohol (e.g., beer, wine, spirits): \_\_\_\_\_
- Responsible Person for Alcohol Distribution (if applicable): \_\_\_\_\_

#### Identification:

- Please provide two forms of identification:
  - One form must include your home address.
  - One form must include photographic identification.
  - Copies of these should be sent to Jan Axton at [jan.axton@yahoo.com](mailto:jan.axton@yahoo.com) or to 12 Church Hill, Wyverstone, Stowmarket, Suffolk, IP14 4SG.

**Acknowledgement and Agreement:**

I confirm that I understand the terms and conditions and will ensure that the conditions of the Premises Licence are met.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_