

Itchen Abbas and Avington Village Hall

Alcohol Sale Policy

(Updated June 2019)

This policy must be read and understood by all organisers of events where alcohol is served, and by all staff and volunteers working in the premises.

Where a hirer intends to sell alcohol at the Hall, they must at all times comply with the Licensing Act 2003 and its amendments. The term 'sale of alcohol' includes:

- Situations where there is an actual bar with cash payment, and
- An event where people pay for their tickets, and that price includes alcohol.

Under the terms of our premises licence, no alcohol sale can take place unless either:

1. the event is under the supervision of someone holding a personal alcohol sale license (e.g. a publican, or some event caterers)
2. the hirer / event organiser has the written approval of the Hall Trustees. For this purpose, the form at the end of this policy must be signed and submitted as soon as possible after booking. Approval is not automatic, so you must allow time for your application to be considered.

Conditions for Sale of Alcohol

These regulations are based on the Licensing Act 2003 and the principles of:

- prevention of crime and disorder,
- public safety,
- preventing public nuisance, and
- protection of children from harm.

1. General guidelines

No alcohol is to be sold to anyone who appears to be drunk or who is buying for someone who appears drunk. (n.b. slurred speech, clumsy movement and loud or aggressive behaviour are signs of drunkenness).

Drunk and disorderly behaviour must not be permitted. If someone refuses to leave when asked politely to do so, warn them that they are committing a criminal offence. If they still refuse to leave call the police for assistance. For safety reasons, do not attempt to remove them.

No alcohol is to be sold after 11.15pm, or the end of the agreed event, whichever is sooner.

Smuggled goods must not be sold or kept on the premises.

If you suspect that anyone is taking or supplying drugs, inform the police.

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2. Irresponsible Promotions

You must not carry out any irresponsible promotion or activity designed to encourage the sale of alcohol. Examples include provision of free or discounted drinks, drinking games involving rapid or increased levels of consumption, and any rewards for alcohol consumption.

3. Free potable water.

Tap (drinking) water must be available at all times alongside drinks which are charged for.

4. Age verification policy

Because it is an offence to sell alcohol to people under the age of 18, any people who appear to be under the age of 18 must be asked, before being served alcohol, to produce identification showing their photograph, date of birth and a holographic mark. Examples of acceptable ID include:

- photo card driving licences
- passports or proof of age cards bearing the PASS hologram
- other forms of ID which meet the criteria laid out above are also acceptable.

A soft or non-alcoholic drink may be provided to people below the age of 18, but not a low alcohol drink.

Alcohol should not be sold to anyone who you believe is buying it for a person under 18, with the exception that an adult may purchase wine, beer or cider for someone aged 16 or over only for drinking with a table meal taken with an adult.

5. Small measures

Alcohol must be sold in small measures, whether or not it is also sold in larger quantities. Customers must be made aware of these options on price lists and also verbally, if the person does not specify the size when ordering.

You must offer the following small measures:

- Beer or cider – half pint,
- Gin, rum, vodka or whisky – 25ml or 35ml,
- Still wine in a glass - 125ml.

However, this condition does not apply if you sell only sealed containers, e.g. if beer is sold in 500ml bottles.

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The Licensing Act 2003 Application to sell alcohol at an event.

This form must be completed by the person supervising the event.

After completion, please return the form by email to Secretary@iaavillagehall.co.uk

Important note: You are not authorised to sell alcohol until you have received our written approval. Therefore please allow sufficient time for processing of your form i.e. a minimum of 7 days if sent by e-mail.

I certify that:

- a) I have read and understand the IAAVH Policy on Alcohol Sale.
- b) I will ensure that it is adhered to by all staff/volunteers at the event indicated below.

Event Name:

Date of event:

Time:

Description of the event (size, activities, age-groups attending, etc.):

Your name:

Address:

Email:

Telephone:

Your submitted details will be stored in line with the IAAVH Data Protection Policy.