

St Mary Bourne Village Centre

Application for authorisation to sell and/or provide alcoholic drinks for consumption on the premises

Applicant/Hirer - Name:

Address:

Tel: E-mail:

Description of function(s)/event(s):

Date(s) of event(s): From: Hours To: Hours

Name of **person responsible** for the sale and/or provision of alcoholic drinks [if different from applicant]:

Name:

Address:

Tel: E-mail:

Number of people expected to attend the event:

Number of people expected to attend the event under the age of 18:

Is the **applicant/hirer*** / **responsible person*** holder of a **personal licence**? Yes No If Yes please state:
*delete as appropriate

Personal Licence no: Expiry Date:

- **[Standard days and timings for the supply of alcohol are: Monday to Saturday 10.00 to 24.00 hours and Sunday 12.00 to 24.00 hours]**
- **[Standard days and timings for the hours premises are open to the public: Monday to Sunday 09.00 to 00.30 hours the next day - not Christmas Day]**
- **A charge of £20 for each function/event applies and must be enclosed with this application [£30 applies for two, £45 for three functions/events taking place on successive days] - £ enclosed**
- **It is essential that you read the terms and conditions below before signing the application - [these are both specific for this application and in accordance with the general hiring contract]**
- **No alcohol shall be sold and/or be provided until the Designated Premises Supervisor of the Village Centre has authorised this application**

The four licensing objectives, all of which are of equal importance, are as follows:

- 1. The prevention of crime and disorder**
- 2. Public safety**
- 3. The prevention of public nuisance**
- 4. The protection of children from harm**

Steps to be taken by the applicant/hirer/responsible person in order to promote the four licensing objectives if the proposed authorisation to sell and/or provide alcoholic drinks is granted:

0. General

The St Mary Bourne Village Centre is a charitable community hall [Reg No. 301936] run by a management committee representing users and elected members of the public, who are the managing trustees of the charity.

The Centre is not staffed when in use and hirers are expected to provide attendants to meet the requirements of licensing conditions [see below].

The management committee will, through a written hiring agreement, require all hirers holding licensable activities to comply with the safety points relating to the management of premises [see below and general hiring contract]. The committee will, as managers of the premises, endeavour to provide premises which are safe for public use.

The bookings secretary and/or the caretaker will draw the attention of hirers to these conditions and acquaint them with the location and use of the hall's emergency equipment, evacuation procedure and 'In Case of Fire' instructions.

The bookings secretary and/or the caretaker will also draw the attention of hirers to the need to avoid the creation of public nuisance or disorderly and drunken behaviour.

OFFICE USE ONLY

Payment £ _____

Cheque/Cash _____

Total of cheque £ _____

Date _____

1. The prevention of crime and disorder

The hirer must ensure that no drunken and disorderly behaviour takes place on or off the premises.

2. Public safety

The hirer must ensure that -

1. Fire exits are not blocked by furniture or equipment.
2. All escape routes are kept free from obstruction and can be safely used.
3. Any fire doors are not wedged open.
4. Exit signs and the emergency lighting supply illuminating exit signs and routes is turned on the whole time an event is in progress.
5. There are no obvious fire hazards on the premises.
6. In addition to the hirer, he provides a minimum of 2 competent attendants on duty on the premises to assist people entering and leaving, none of whom shall be less than 18 years of age. If most of the audience is under 16, the number of attendants shall be not less than one per 50 children (or part thereof) present. All persons on duty shall have been instructed in their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the fire fighting equipment available, how to call the fire brigade and evacuation procedure.
7. The number of people on the premises at any time does not exceed the number permitted [see general hiring contract], whether seated or standing.
8. The fire brigade is called to every outbreak of fire, however slight, and that details are given to the bookings secretary.
9. No performances are given which involve danger to the public.
10. No highly flammable substances are brought into, or used in any portion of the premises.
11. No decorations of a combustible nature (eg polystyrene or cotton wool) are erected without the consent of the management committee.
12. External lighting of car parks is switched on at night.
13. No unauthorised heating appliances are used when the premises are open to the public without the consent of the management committee. Portable Liquid Petroleum Gas appliances shall not be used.

3. The prevention of public nuisance

The hirer shall -

1. Not permit activities to extend beyond the licensing hours [see above].
2. Endeavour to ensure those leaving the premises at night do so quietly.
3. Use any noise reduction equipment provided.

4. The protection of children from harm

The hirer must ensure that -

1. **No alcohol shall be supplied to those aged under 18**, unless they are eating a meal and an adult purchases the drink, in which case no alcohol shall be supplied to those **under 16**, and that the 'no proof, no sale' policy is adopted and strictly adhered to. [If in any doubt, don't supply].
2. No children shall be allowed on the premises after midnight unless accompanied by an adult supervisor.
3. No illegal drugs shall be brought onto the premises.
4. No children shall be admitted to films who are below the age classification for the film(s) on show.
5. No gambling or entertainment of an adult or sexual nature shall be permitted.
6. Adult supervisors shall be provided as per the fire safety figures given [see general hiring contract].
7. Bullying, shouting, physical violence, sexism and racism towards children shall not be permitted.

The unlawful sale of alcohol outside hours permitted by the Premises Licence [see above] is an offence and carries a penalty of 6 months imprisonment or a fine of £20,000 or both.

I have read and understood and agree to the above terms and conditions, and I accept full responsibility under the law for the sale and/or provision of alcoholic drinks at the above function and agree to terms and conditions stated.

Signed by: _____ Date: _____
(please print name)

Signed: _____
(the Applicant/Hirer* / Responsible Person*
(* delete as appropriate)

The application accepted by Bookings Secretary:

Date: _____
Signed by: Angela Cook - *Bookings Secretary*

The application approved and the sale/provision of alcohol authorised by Designated Premises Supervisor:

Date: _____
Signed by: Michael Widén - *Personal Licence Holder*