

THE STITHIANS CENTRE

Supplementary Hire (Alcohol Licence) Form

Name of Event Date of Event

Conditions of Hire

In addition to the prevailing Conditions of Hire, where the Hirer has indicated there will be consumption of ALCOHOL on the premises during the period of hiring, the Hirer shall submit this Supplementary Hire (Alcohol Licence) Form, signed and satisfactorily completed, before the hiring commences.

The Hirer/NRA (Nominated Responsible Adult) shall not use the premises for any such purpose/function other than that described in the Booking Form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.

The Hirer shall provide below full details of the NRA and any other nominated person who will take direct responsibility for the provision of alcohol during the period of hiring, and for compliance with the licensing regulations (Licensing Act 2003) relating to the consumption of alcohol.

That person, who shall be over 25 years of age, shall declare and evidence themselves to be either a) a Personal Licence Holder, or b) sufficiently experienced at controlling the supply of alcohol at previous similar events (for example having previously successfully applied for a TEN).

In the absence of the above evidence, acceptance of the nominated NRA shall be at the discretion of The Stithians Centre Trustee Management Committee.

The Hirer shall indemnify the Trustee Management Committee for any and all matters arising from breach of the above conditions; in the event of any breach the Hirer or their NRA shall, at the earliest opportunity, notify one of the Officer Trustees listed on the Notice Board.

Sale and Consumption of Alcohol

The sale or supply of alcohol must cease at 2330 hours latest, with last orders normally called by 2300, unless a seasonal variation has been permitted by TSC.

If alcoholic drinks are sold they must be served in correct measures as specified on a price list, or on bottles/tins and measured glasses used where required.

Stewards

The Hirer is required to appoint sufficient number of stewards who must be over 21 years of age to prevent public nuisance and drunken or disorderly behaviour.

The stewards are also to be familiar with the Fire Action Notice, emergency exits, fire extinguishers and first aid facilities should these be needed. Also to ensure that access to emergency exits are kept clear at all times.

Challenge 25 Charter

The Hirer shall comply with the terms of the Challenge 25 Charter and ensure that it is operated by all bar staff:

'If a young person, who appears to be 25 or under asks for alcohol, they will be required to prove their age before they are served, unless the staff are certain (from personal knowledge or because they have seen proof of age on a previous occasion) that the person is 18 or over. This will also apply for 16/17 year olds who are permitted to consume wine, beer or cider with a table meal if they are accompanied by someone who is at least 18 years old (as indicated in the Licensing Act 2003).

The forms of proof of age that will be accepted are a passport, a photo driving licence, or a proof-of-age card that has the PASS accreditation hologram on it. Photocopies will not be accepted. All staff will be trained in this policy and reminded about it frequently. Records of this training will be kept. A notice advising customers that they may be required to prove their age before they can buy alcohol will be displayed.'

Prohibited Areas

Consumption of alcohol is prohibited in the Toilets, Kitchen, or outside the boundary walls of the premises.

Alcoholic Prizes

No alcoholic prizes will be offered to those under age in competitions or raffles.

Storage of Alcohol

Alcohol must not be left unsupervised. No alcohol should be stored on the premises overnight, except with the express permission of the Trustee Management Committee and, if such permission is granted, must be stored under secure conditions.

Incident Sheet

An Incident Sheet must be completed by the NRA at the end of any event that involves alcohol sales. Any alcohol related incident, including refusals and suspected underage drinking, must be recorded. If no incident has occurred the sheet should be marked "NIL". The sheet MUST be signed by the NRA and forwarded to the Bookings Officer. This form is a mandatory part of our hire agreement.

The Trustees reserve the right a) to attend the Hall at any time during the period of hiring for the purposes of ensuring compliance with these conditions, and b) to foreclose the hiring should it be deemed that a significant breach of these conditions, or those outlined in the underlying Conditions of Hire and Booking Form, has occurred.

Undertaking

I the Hirer, together with any other named individuals below, acknowledge my/our responsibility to comply with the terms of the Licensing Act 2003 during the period of hiring and have noted specifically but not exclusively the following offences under the Act):

- the supply of alcohol to children under 18 years of age
- allowing the supply of alcohol to children under 18

- knowingly allowing the consumption of alcohol on the premises by a person aged under 18
- allowing disorderly behaviour on the premises
- the supply of alcohol to a person who is drunk
- obtaining alcohol for a person who is drunk
- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported
- allowing children under 16 years of age to be present whilst alcohol is being consumed unless they are accompanied by an adult

Name of Hirer Address

.....

Telephone No. Mobile:

Signature: Date:

Name of NRA Address

.....

Telephone No. Mobile:

Signature: Date: