



A Charitable Incorporated Organisation
Registered Charity No 1192922

Alcohol at your event?

PLEASE TICK WHICHEVER BOXES APPLY TO YOUR EVENT

- Alcohol will be served completely free of charge, as a gift to the consumer.
- Guests will be asked to bring their own alcohol.

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- Alcohol (eg a glass of wine) will be included in the cost of the tickets for the event.
 - Donations will be requested for alcohol consumed.
 - Alcohol will be paid for from the proceeds of a raffle or other fundraiser at the event, or from other organisation funds specifically collected for that purpose.
 - Those present will be charged for alcohol they consume

In all but the first two cases, the event takes place under the terms of our alcohol licence and it is your responsibility to ensure that it meets our conditions. No additional bar charge will be levied for the first two cases but for those under the line there will be a fee of £20 to cover the cost of the licence unless you would like us to run the bar for you in which case there is no charge.

Please read the following notes carefully and then sign to confirm that you understand and will abide by the requirements of our alcohol licence.

PLEASE NOTE WE DO NOT ALLOW:

1. The sale of alcohol at parties for those under 21 years of age.
2. Children under 16 on the premises when the bar is operating unless accompanied by an adult.
3. **ANY** alcohol to be stored on the premises at **ANY** time; all alcohol must be removed at the end of your booking.

PLEASE ENSURE THAT ALL BAR STAFF ARE AWARE OF THE FOLLOWING LICENSING REQUIREMENTS:

1. The prevention of Crime and Disorder
2. Public Safety
3. Prevention of Public Nuisance
4. The Protection of Children from Harm.

In particular please remember that under 18's may never purchase alcohol under ANY circumstances. It is an offence:

- **To sell (or knowingly allow a sale) to a person under 18 years of age**
- **To purchase (or attempt to purchase) alcohol if under 18 years of age**
- **To purchase alcohol on behalf of a person under 18 years of age**

When serving behind the bar it is YOUR responsibility to follow the under 18's rule and to make sure that anyone else behind the bar does the same. You will be committing an OFFENCE if you do not follow the rules.

This applies to friends, families and neighbours! If anyone – even someone you know well, or are related to – sends an under-18 to buy a drink (even on behalf of a person over 18) YOU MUST REFUSE TO SERVE THEM. The easiest way is to tell them to go back to the adult who sent them and say they must get their own! **Make sure the appropriate sign is clearly displayed in the bar area and draw their attention to it. The signs are in the red file by the fridge in the kitchen.**

Please also remember it is an OFFENCE:

- **To sell alcohol to a person who is or appears to be drunk**
- **To sell alcohol to any person who is buying or you believe to be buying alcohol for another person who is, or appears to be, drunk.**

Again, this applies to friends, families and neighbours! YOU MUST REFUSE TO SERVE THEM. It may seem hard but IT IS THE LAW so please uphold it in the bar, in this hall. If you do not, YOU will be breaking the law.

Finally, under the terms of the Licensing Act 2003 you MUST:

1. Provide free tap water on request to all customers.
2. Not permit irresponsible promotions such as games, provision of unlimited quantities of free alcohol.
3. Ban alcohol where it is dispensed directly by one person into the mouth of another.

From October 2010, it is also a requirement that the following drinks must be available in smaller measures. The glasses and measures for you to do so are provided in the hall.

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

If your event falls under the terms of our alcohol licence you will be contacted for details of your event and for details of the person(s) who will be serving behind the bar. It is in everyone's interest to ensure we comply with the terms of our licence and your cooperation is appreciated.

Thank you.

Ian Bynoe, Chair, CCHA Management Committee (Contact: ian@caryfordhall.co.uk)

Contact details of person responsible for running your bar:

Name _____

Address _____

Tel No: _____

Signed: _____

Date: _____

Date of Event: _____