



### **Policy relating to Licensing Act 2003 Sale of Alcohol**

No alcohol shall be sold within the building without the presence of a personal licence holder or person authorised by the Management Committee.

Where permission for the sale of alcohol has been granted, a Responsible Person shall be designated and shall be required to ensure that:

- all persons selling alcohol are aware of the Licensing Act 2003 (mandatory licensing conditions) Order 2010;
- no alcohol is sold or delivered to anyone under 18 years of age (a PASS proof of age card, photo driving licence or passport can be accepted as proof of age. A soft or non-alcoholic drink may be provided, not a low alcohol drink. 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);
- no alcohol is sold to anyone who appears to be drunk or who is buying for someone who appears drunk (Slurred speech, clumsy movement and loud or aggressive behaviour are signs of drunkenness);
- no alcohol is sold after 11.00pm;
- drunk and disorderly behaviour is not permitted (If someone refuses to leave when asked politely to do so, they must be warned that they are committing a criminal offence. If they still refuse to leave the police must be called for assistance – other individuals should not attempt to remove them, for safety reasons);
- smuggled goods are not sold or kept on the premises;
- if it is suspected that anyone is taking or supplying drugs, the police are informed

Note that the maximum penalty for breaking the law in these respects is a fine of £20,000 or 6 months in jail. Those attempting to purchase alcohol who are under 18, buying for someone under 18 or who are drunk or buying for a drunk are also guilty of an offence.

The Responsible Person must ensure that attendees leave the building quietly and in good order by midnight.

The Responsible Person must ensure that all bar waste is removed from the premises at the end of the event.

If permission has been given to use the outside space, only plastic glasses must be used. No drinking outside is permitted after 9.00pm

In case of questions or problems please contact any of the following members of the Management Committee:

**Appendix 1**

Application for a licensed bar to be provided/approved at an event at The Barbour Institute

I hereby apply to the Management Committee for

Patricia Black (Designated Premises Supervisor) to provide/approve a licensed bar as detailed below

Date(s) \_\_\_\_\_

Time (s) \_\_\_\_\_

Description of event \_\_\_\_\_

Persons to be authorised to sell alcohol in accordance with the Licensing Act 2003:

**Name of Approved Person** \_\_\_\_\_

**Location:**

Main Hall \_\_\_\_\_

Billiard Room \_\_\_\_\_

Boys' Room \_\_\_\_\_

Green Room \_\_\_\_\_

Kitchen \_\_\_\_\_

Millfield \_\_\_\_\_ (no glasses to be taken outside the building)

Signed by the person named in the Hiring Agreement (duly authorised on behalf of the organisation named at 1.3 (b), where applicable):

Name \_\_\_\_\_

Signature \_\_\_\_\_

I/We hereby agree to provide/approve a bar for the event described above on the date(s), at the time(s) and in the location (s) specified above or authorise the persons named above to sell alcohol at the event described above, on the date(s), at the time(s) and in the location(s) specified above

Signed by the Designated Premises Supervisor

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_