



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:

Pat Black 01829 770483 ; Anne McGrath 01829 770932 ; Carole Hornby 01829 771242

Personal License Holder (PLH) Checklist level 1

I accept responsibility for ensuring the Barbour Institute Policy is followed and that this checklist is adhered to.

If I am not present at an event for some reason, I must appoint a person to accept the role on my behalf and will brief them accordingly, but I will retain responsibility for ensuring the checklist is followed.

1. Alcohol supply & sale

- a. I agree that no alcohol will be provided to any person under 18 years old, under any circumstances.
- b. I agree to operate Challenge 25 at all events where I am responsible and alcohol is available:
 - I. Proof of age will be required from any person who appears to be under the age of 25yrs, before being supplied with alcohol
 - II. Acceptable items as proof of age include:
 - Driving Licence
 - Passport
 - 'PASS'- approved ID cards (with 'PASS' hologram)
 - III. A log of all occasions where id was requested and declined will be kept in the record book provided (stored on shelf in small store through the kitchen).
- c. I am aware of the Premises Licensing hours and conditions and will adhere to them.
- d. I agree that bar sales must cease 30 minutes before the end of licensing hours (i.e. 11.30pm at the latest) to allow for drinking-up time.
- e. I understand that off sales are only permitted in closed vessels. If selling drinks, I will adhere to weights & measures legislation & guidelines.

2. Public Safety

- a. I will ensure that customers are regularly observed to ensure that policy is being adhered to.

3. Public Nuisance

- a. I understand that no Alcohol or glassware is to be allowed outside (unless specific permission given by DPS).

4. Crime and Disorder

- a. I agree to support the Nominated Responsible Person (NRP) and to take all reasonable steps to prevent disorderly conduct.

5. Protection of Children

- a. I understand that no children under 14 yrs are permitted on the premises after 9.00pm unless with an adult (for any event where alcohol is available).

6. General

- a. I will ensure that all guests leave the premises quietly by 12 midnight and all staff / organisers will leave by 12.30am.
- b. I agree to support the NRP in their responsibilities in relation to fire evacuation and emergency procedures.
- c. I agree to support the NRP in their responsibilities in relation to security and protection of the building and immediate environment, including locking up if requested.

Signed:.....Print name:.....Date:.....