

Sale and Supply of Alcohol Policy

This policy applies to all hirings of the Westwoods Centre. If you are in any doubt as to the meaning of the following, you must seek clarification from us without delay.

1. Definitions

“YOU” means the hirer.

“We, us” means Northleach with Eastington Town Council.

2. Licensing requirements

The supply of alcohol to the general public is licensable under the 2003 Act in accordance with the definition of “sale by retail” in section 192 of the 2003 Act.

The Westwoods Centre has a premises licence, a copy of which is available on request.

The management committee of the Westwoods Centre (“the Westwoods Committee”) must authorise every sale or supply of alcohol under the premises licence. Therefore, you must not allow the consumption of alcohol on the premises without our written agreement as part of the booking process.

3. Sale of alcohol under our premises licence

On request and following payment of the appropriate fee, a fully licensed and staffed bar can be provided.

Where you opt to provide alcohol to your party using our staffed bar, you must ensure that:

- you do not independently supply or sell alcohol to your party;
- no members of your party bring any alcohol in to the hall; and
- your party complies with any instructions given by our bar staff, in particular with regard to instructions relating to the times that alcohol may be sold.

If you wish to extend the hours during which alcohol may be sold then, providing that we agree to your request, we will serve a Temporary Event Notice on the licensing authority. You will be responsible for the costs incurred in relation to the notice.

Please be aware that a limited number of TENs can be served per year and this option may not be available.

4. Supply of alcohol free of charge

Where you elect to provide alcohol at your own expense, you must provide alcohol to your party completely free of charge.

Alcohol is provided free of charge when:

- There is no charge to attend the event and drink is provided to guests completely free of charge, for example at a family wedding or private party.
- If people bring their own drink with them to consume on the premises.
- If alcohol is donated by an individual (not an organisation charging for entry).

All alcohol brought onto the premises by you / your party is subject to a corkage fee.

You are responsible for ensuring that your party behaves responsibly in their consumption of alcohol and have due regard for nearby residents, particularly at the end of your event.

5. Alcohol sales by the hirer

All alcohol sales by you e.g. for a community fundraising event, or by a third party invited onto the premises by you e.g. a pop-up bar at a wedding, must be authorised by us in writing during the booking process.

Where we have agreed to sale of alcohol by you or a third party, you must provide details of the responsible person who will be present during the hiring to authorise alcohol sales. The responsible person must be over the age of 25.

The responsible person will be responsible for ensuring that alcohol is sold in compliance with the [mandatory licensing conditions](#) and with the policies in the following sections.

6. Age verification policy

The sale and supply of alcohol at the premises will be carried on in accordance with the following age verification policy.

No person under the age of 18 shall be served with alcohol.

All persons who appear to be underage shall be asked for proof of age. This must include a photo, date of birth and either a holographic mark or an ultraviolet feature. Acceptable forms of proof would be an original driving licence, passport, or card bearing the PASS hologram. Should a person fail to provide proof of age, they should not be served.

7. Responsible sales

Alcohol may not be sold for a price which is less than the [permitted price](#).

All customers are to be made aware that beer, cider and larger are available in half-pint glasses, spirits in 25ml or 35ml measures, and wine in 125ml measures. These measures must be displayed on a menu, price list or other printed material which is available to customers on the premises. Where a customer fails to specify the quantity they want they must be made aware these measures are available.

If a person is suspected of having already drunk too much, they should not be served with alcohol; instead, they should be encouraged to have a soft drink or water, or asked to leave the premises as appropriate. Indications that someone is intoxicated include slurring of speech, staggering around, or seriously inappropriate behaviour.

Free tap water shall be provided to customers on request.

8. Ban on irresponsible promotions

Anyone authorised by us to sell alcohol must not carry out, arrange, or participate in any irresponsible promotions in relation to sale of alcohol on the premises.

Irresponsible promotions include activities such as but not limited to provision of unspecified quantities of alcohol for a fixed or discounted price, and drinking games which may encourage individuals to drink alcohol rapidly or in excessive quantities.

9. Resolving disputes or issues arising

In the case of any issues arising in relation to the sale or supply of alcohol, the matter will be referred to and reviewed by the Westwoods Committee. The committee shall decide what action to take under the circumstances and their decision shall be final.