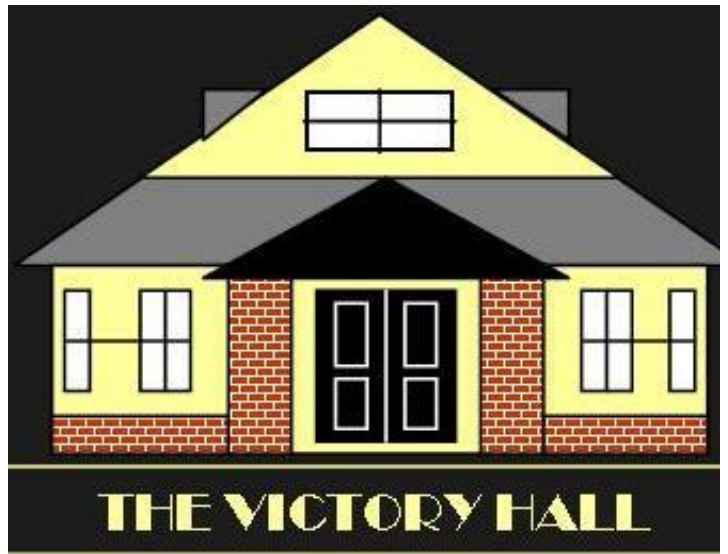


Dalston Victory Hall



Serving alcohol at the hall

A guide to those wishing to serve or sell alcohol at
the hall.

For additional information see our website:

www.victoryhall-dalston.org.uk

Council licensing regulations

The licensing law requires that there is a licence for the sale of alcohol at all events.

You are selling alcohol if:

- You are charging for alcoholic drinks at any event
- If the event is ticketed and you are providing a free drink. (This is seen as selling as the cost is included in the ticket price)
- If the event has an entrance charge and you are providing a free drink.

A licence is not required when:

- The event is free, and drink is provided for free. (for example, a family wedding or party where alcohol is not charged for).
- 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 entrance).

The Hall's Premises Licence

Dalston Victory Hall holds a licence issued by Cumberland Council (no PL 675) for the sale of alcohol on the premises. Hirers of the hall who would like to sell alcohol may apply to the trustees to do so under the hall's licence. Each application will be considered individually and the decision based on the size and time of the event and the history of Hirer's previous bookings. If the request is granted it will be subject to the following conditions:

- A Licensed Hire Agreement is completed designating a Duty Manager.
- The Duty Manager and appointed bar staff must read this Guidance.

- The paperwork required is submitted at least 14 days before the event

Options for serving alcohol

If you wish to serve alcohol at the hall you have several options

1. Provide alcohol free of charge

At any event where alcohol is served those under 18 must be accompanied by an adult. It is the responsibility of the accompanying adults to ensure that any alcohol consumed by those under 18 years of age, takes place in a responsible manner.

Although not a legal requirement much of the advice below would still be appropriate when alcohol is provided free of charge.

2. Use a commercial bar

There are several local options. The legal responsibility is then carried by the licensee running the bar.

3. Apply to the Trustees to use the hall's licence (See below)

4. Apply for a Temporary Event Notice

Individuals can apply for a temporary licence from Cumberland Council at <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/carlisle/apply-1> (a fee will be apply)

Selling or providing alcohol at the Victory Hall

To stay within the law and avoid prosecution, stick to the rules:

- Do not allow anyone under 18 to sell alcohol unless authorised by an approved person at the time of sale.
- Do not sell to anyone who is drunk.
- Do not sell alcohol outside of the hours stipulated in your hire contract. The hall licence allows alcohol to be sold between midday and 11pm
- Do not sell to young people under 18.

We ask hirers to operate the Challenge 25 policy and apply the following principles:

- **Be Cautious** – it is very hard to tell a young person's age, so ensure that you check even those that look older than 18. We call this 'challenge 25'. If they look 25 or under then check for proof.
- **Be Consistent** – always check, even if you think you've served the young person before or you are pretty certain they are of the right age.
- **Be Clear** – use signage to inform people that they will be checked.
- **Be Courteous** – if you have to refuse a sale explain that you are complying with the law and advise the young person that they can obtain a proof of age card.
- **Be Careful** – there is evidence that bar staff can often fail to challenge underage purchasers if they feel afraid of the consequences. Make sure alcohol is only sold from inside the kitchen, and served through one of the serving hatches.

Remember - *IT IS AN OFFENCE TO PURCHASE OR ATTEMPT TO PURCHASE ALCOHOL IF YOU ARE UNDER THE AGE OF 18 (section 147 Licensing Act 2003)*

Proof of Age Cards

There are a number of legitimate sources of ID that young people can use prove their age.

ONLY ACCEPT CREDIBLE PHOTO PROOF OF AGE – this includes:

- A Proof of age card schemes carrying a PASS logo. The PASS scheme, is a voluntary industry initiative supported by the retail and hospitality industries. It is endorsed by the UK Government since the Home Office only recognises schemes accredited to PASS.
- A Passport
- A Photo driving licence **Remember** - IF YOU ARE IN ANY DOUBT, YOU ARE PERFECTLY WITHIN YOUR RIGHTS TO REFUSE A SALE EVEN IF SOMEONE HAS SHOWN ID.

Please 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.

General guidance

- Alcohol can only be sold as part of an event at the hall
- Please display our Premises Licence and 'Challenge 25' notice. Both are available in the kitchen
- A price list for alcohol must be clearly displayed at the bar giving the measures being sold
- Drinks must be served in the following measures:

Beer and cider	½ pint
Still wine	125 ml
Spirits	25 or 35ml
- Free drinking water must be made available and soft drinks should be included in the drinks for sale
- Children at an event where alcohol is being sold must be accompanied by an adult
- Drunk and disorderly behaviour must not be permitted. If someone refuses to leave when asked politely to do so, warn them that they are committing a criminal offence. If they still refuse to leave, call the police for assistance. Do not attempt to remove them for safety reasons.
- Incidents of attempting to purchase alcohol by under 18s or for consumption by under 18s must be recorded in the Refusal to Serve Register and reported to the Secretary as soon as possible after the event.
- Incidents of drunk and disorderly behaviour must be recorded in the Incident Register Book and reported to the Secretary as soon as possible after the event
- All unsold alcohol must be removed from the premises at the end of the event
- If you suspect that anyone is taking or supplying drugs inform the police.
- Irresponsible drinks promotions are not permitted – e.g. drinking games,
- No alcohol should be consumed outside the premises

Noise and Parking

We are in a residential area and aim to be good neighbours, so considerate parking and controlling noise are important to us. In particular arrival and departure can be noisy times if care is not taken. During events, we expect noise levels to be kept to a reasonable level.

There is no parking available at the hall but there are 2 car parks nearby and a stretch of grasscrete opposite the hall. We expect our users to park with consideration for our neighbours and to avoid obstructing the pavement and emergency exits

Safety

Safety is our number one priority. We have completed thorough risk assessments to facilitate or permit any activity which could jeopardise people's safety or pose a threat to the structure of the Hall, its contents and equipment, or its surroundings, but these cannot cover every contingency. We remind Hall users that they must also take responsibility for their own safety.

First Aid

First Aid Kits are available in both kitchens. Emergency contact details are included in the boxes

Fire safety

We ask that you appoint a person to be 'safety manger' for the event

That person will:

- Familiarise themselves with the Fire Prevention and Emergency Procedures information provided with your booking from

- Complete the Safety checklist that we will provide
- Ensure that all your attendees are briefed on the actions to take in the event of a fire, the location of the Fire Exits and the Fire Assembly Point

Please note that candles, barbeques and other naked flames are not to be used inside or outside the building

Who to contact for more details

Lettings Secretary

Aileen West

Tel: 07731 122081

Email: vhlettingsecretary@gmail.com

Secretary

Jane Clark

Tel: 01228 711183

Email: sec.victoryhall@outlook.com

The National Proof of Age standards Scheme <https://www.pass-scheme.org.uk>