

HIGHNAM COMMUNITY CENTRE TRUST

Registered Charity No 290798

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CODE OF PRACTICE FOR ALCOHOL SALES

This document has been created in accordance with the terms of the premises licence granted to the Highnam Community Centre Trustees under the Licensing Act 2003.

The Gambier Parry Hall, Parish Rooms and Old School on the Highnam Community Centre Trust Site are licensed for the sale by retail of alcohol and persons hiring the premises can make sales of alcohol on the premises if these sales are authorised by the Trustees.

Persons seeking authorisation from the Trustees to make sales of alcohol at the Highnam Community Centre Trust site in the Gambier Parry Hall, Parish Rooms or Old School Hall must read and agree to abide by the following code of practise for alcohol sales.

The code of practise contains a mixture of legal requirements and best practise measures.

Legal requirements are marked **[LR]** and best practise measures are marked **[BP]**.

HIGHNAM COMMUNITY CENTRE TRUST

CODE OF PRACTICE FOR ALCOHOL SALES

1. CHILDREN AND ALCOHOL

1.1 It is against the law to sell alcohol to any individual under the age of 18. [LR]

Hirers must ensure that the 'Challenge 21 Scheme' (or 'Challenge 25') is adopted at all functions where alcohol is involved, so that any individual attempting to purchase alcoholic drink who appears to be under the age of 21 (25) shall be asked for an accredited photographic proof of their age (PASS-approved card, photo driving licence, or passport) and a sale shall not be made unless this evidence is produced. [LR]

1.2 It is against the law to purchase alcohol on behalf of a person under the age of 18 [LR]

Hirers must take all reasonable steps to ensure that nobody purchases alcohol on behalf of a person under 18. If it is suspected that alcohol is being purchased by an adult on behalf of a person under 18, the sale must be refused. [BP]

1.3 It is against the law for a person under the age of 18 to consume alcohol on licensed premises [LR]

The Highnam Community Centre Halls are licensed premises. Therefore hirers must take all reasonable steps to ensure that nobody under the age of 18 consumes alcohol on the premises or within the grounds of the premises.

If a person under 18 is discovered consuming alcohol on the premises or within the grounds, the alcohol must be removed from the person concerned and if they refuse to hand over the alcohol, they should be asked to leave. If they refuse to leave then the Police should be called. [BP]

2. PERMITTED HOURS

2.1 The Highnam Community Centre Halls are licensed for the sale of alcohol between MIDDAY and MIDNIGHT on all days of the week. [LR]

Hirers must ensure that alcohol is not sold outside of the hours authorised by the premises licence. [LR]

3. SELLING ALCOHOL RESPONSIBLY

3.1 It is against the law to sell alcohol to somebody who is drunk. [LR]

Hirers must ensure that alcohol is not sold to somebody who is drunk. If a drunk person attempts to purchase alcohol the sale should be politely refused. If the person becomes aggressive or abusive they should be politely asked to leave the premises and the Police should be called upon where necessary if the person refuses to leave. **[BP]**

3.2 It is against the law to obtain alcohol for a person who is drunk. [LR]

Hirers must take all reasonable steps to ensure that nobody purchases alcohol on behalf of a person who is drunk. If it is suspected that alcohol is being purchased on behalf of a person who is drunk, the sale should be politely refused. **[BP]**

3.3 It is against the law to breach any of the mandatory licence conditions relating to alcohol [LR]

Hirers should familiarise themselves with the mandatory conditions (Annex A) and ensure that they are not breached.**[LR]**

4. OTHER LICENCE CONDITIONS

4.1 Alcohol cannot be stored on the premises [LR]

Hirers must ensure that no alcohol is left on the premises when it is vacated at the end of their function or event.

4.2 Requirement for responsible person to be present [LR]

The hirer must ensure that a responsible person over the age of 25 must be present throughout any function or event involving alcohol.**[LR]**

ANNEX A

The Licensing Act 2003

Mandatory Licence Conditions Relating to Alcohol

**Specified by order of the Secretary of State under sections
19A and 73A of the Licensing Act 2003**



Condition 1 – Irresponsible Promotions

- (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

- (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—
 - (a) Games or other activities which require or encourage, or are designed to require or encourage, individuals to—
 - (i) Drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) Drink as much alcohol as possible (whether within a time limit or otherwise);

 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

 - (c) Provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

 - (d) Provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—
 - (i) The outcome of a race, competition or other event or process, or
 - (ii) The likelihood of anything occurring or not occurring;

 - (e) Selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

Condition 2 – Dispensing of Alcohol Directly into Mouths

The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

Condition 3 – Free Tap Water

The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

Condition 4 – Age Verification Policy

- (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
- (2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

Condition 5 – Availability of Certain Measures of Alcohol

The responsible person shall ensure that–

- (a) Where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures–
 - (i) Beer or Cider: ½ pint;
 - (ii) Gin, Rum, Vodka or Whisky: 25 ml or 35 ml; and
 - (iii) Still wine in a glass: 125 ml; and
- (b) Customers are made aware of the availability of these measures.

Conditions 1, 2 and 3 in force with effect from 6 April 2010.

Conditions 4 and 5 in force with effect from 1 October 2010

Conditions 1 to 3 and 5 do not apply where the licence or certificate authorises the sale by retail or supply of alcohol only for consumption off the premises.

HIRERS COPY

Declaration – (For completion by the hirer)

I have read and agree to abide by the Highnam Community Centre Code of Practice for Alcohol Sales during my function / event on(Day & Date)

Signed	
Print Name	
Dated	

Authorisation – (For completion by the Bookings Manager)

I have issued a copy of the Highnam Community Centre Code of Practice for alcohol sales toand hereby authorise him/her to make sales of alcohol under the premises licence in force for the.....(Hall) on.(Date)

Signed	
Print Name	
Capacity	
Dated	

TRUSTEES COPY

Declaration – (For completion by the hirer)

I have read and agree to abide by the Highnam Community Centre Code of Practice for Alcohol Sales during my function / event on(Day & Date)

Signed	
Print Name	
Dated	

Authorisation – (For completion by a member of the Committee / Trustees)

I have issued a copy of the Highnam Community Centre Code of Practice for alcohol sales toand hereby authorise him/her to make sales of alcohol under the premises licence in force for the.....(Hall) on.(Date)

Signed	
Print Name	
Capacity	
Dated	