

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 and or the organisation providing the alcohol is providing the free drink.
- 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).

These regulations have always been in place and are not new.

Sale or supply of alcohol

For hirers of the hall who would like to sell alcohol and require a licence, they may do so under the Wereham Village Hall Premises Licence on the following conditions:

- Payment of an administration fee of £20.
- Completion of a Licensed Hire Agreement designating a Responsible Person.
- The Responsible Person and appointed bar staff to read these Guidance.

Selling or providing alcohol in Wereham Village 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 i.e. the terms of the Hall Premises Licence.
- 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, which must be kept locked, 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

Today there are a number of legitimate sources of ID that young people can get to prove their age. However,

ONLY ACCEPT CREDIBLE PHOTO PROOF OF AGE – this includes:

- A Proof of age card schemes carrying a PASS logo. The PASS scheme, which is a voluntary industry initiative supported by the retail and hospitality industries, is endorsed by the UK Government since the Home Office only recognises schemes accredited to PASS. The Trading Standards Institute advises retailers only to accept cards from the issuers who are signed up 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.