

Hawkesbury Hospital Hall

Charity Number 1176993

Bar Operation & Sale of Alcohol Policy Document

This policy has been adopted by Hawkesbury Hospital Hall Management Committee at a meeting on Monday 13th January 2025. The Committee are responsible for its review bi annually.

Date: December 2025

Review Date : December 2027

Introduction

The hall holds a Premises Licence under the Licensing Act 2003 permitting the use of the hall for regulated entertainment and the sale of alcohol. This policy describes the terms, conditions and mandatory rules for the operation of the bar and the sale of alcohol.

Terms, Conditions, Mandatory Rules

1. The operation of the bar and the sale of alcohol is only permitted for the following occasions.
 - Fundraising events organised and run by the Hall Committee
 - Events organised by village societies represented on the Hall Committee (User Groups)
 - Events where a third party hires the hall, and the bar is operated by representatives of the Hall Committee
2. Use of the bar at an event must be requested by application through the on-line booking system at the time of the event booking. The person requesting such booking must be aged 18 or over. The use of the bar must be authorised by the booking secretary at the time of the booking acceptance.
3. Bring Your Own (BYO) alcohol events are only permitted in exceptional circumstances and are limited to Hall User Groups for AGM's etc and special events e.g. weddings where clients wish to consume a specific brand that the Hall cannot/does not wish to provide. Such exceptions are at the discretion of the Hall Committee. In such cases an appropriate cover charge can be applied if appropriate, as stated in the Hall Pricing Framework and Policy. Such events must be organised and run by persons over the age of 25 and a member of the Hall Committee will be nominated to be responsible for adherence to these policies as they apply to such an event. Under no circumstances will alcohol be consumed by persons under the age of 18 or who appear to be under the age of 25 and are not able to prove they are age 18 or over.
4. The registered holder of the Premises Licence is the Hawkesbury Parish Hall Committee and the requirement for a Designated Premises Supervisor (DPS) has been disapplied. This means that overall responsibility for the sale of alcohol and ensuring compliance with the requirements and restrictions detailed in the Premises Licence, lies with the Hall Committee collectively and ALL committee members are equally responsible for compliance. These changes were enacted in re-issue of the Premises Licence in January 2024. This change was undertaken consequent to the provisions of the Legislative Reform (Supervision of Alcohol Sales in Church and Village Halls) order 2009 that amends the Licensing Act to allow the Licensing Authority to make this change. Taking this approach permanently solves the problem of not being able to find someone with a personal licence to act as the DPS and was approved by the Hall Committee in 2022.
5. A Bar Manager has been appointed to run the bar. In the event of this person being unavailable for a specific event a member of the Hall Committee will be nominated to run and manage the bar for that event. No other persons are permitted to manage or run the bar under any

circumstances. In all cases a member of the Hall Committee must be present or available whilst the bar is open to oversee the selling of alcohol.

6. On occasions where the bar is run by a nominated member of the Hall Committee, he/she will accept responsibility by reading and signing the Acceptance of Licensing Responsibilities Form (appendix 1). The Bar Manager will be required to sign this form once to cover all events as part of their contract. In all circumstances the overall responsibility for the sale of alcohol remains with the Hall Committee collectively as the licensee.
7. The Bar Manager or the nominated member of the Hall Committee running the bar at any event must be aged 25 or over.
8. The Bar Manager is employed to run and manage the bar and is paid a set fee per event for setting up the bar, setting it down after an event, monitoring stock, placing orders for delivery and flushing the lines and maintaining the bar in a tidy and orderly fashion. A standard fee for running the bar per hour of operation is also payable either to the Bar Manager and/or to any bar staff he/she organises for the event. The fees are proposed by the Chair and Treasurer of the Committee and endorsed by the Committee as a whole. The Bar Manager reports to the Chair of the Committee. In such circumstances where the appointed Bar Manager is also a member of the Hall Committee, they are not eligible for payment for their services but any non-committee staff they use remain eligible to be paid at the agreed rates.
9. After each event the Bar Manager will prepare an invoice of their costs in line with the set fees and pass this to the Chair who will approve it and pass it to the treasurer for payment.
10. Any bar staff utilised by the Bar Manager are paid by the Bar Manager at the set hourly rate who then includes that cost within his/her invoice for their costs for the event.
11. Any volunteers that help run the bar for an event must be agreed by the Bar Manager or the nominated member of the Hall Committee managing the bar. Volunteers and any Committee members working the bar are not paid for their services.
12. The Challenge 25 scheme will be operated for all events and the Challenge 25 notice prominently displayed in the bar and in the entrance foyer at all times.
13. Alcohol will not be supplied to anyone under the age of 18 or to anyone obtaining alcohol on behalf of anyone under the age of 18. Anyone who appears to be under the age of 25 and who is not known personally by the Bar Manager or the nominated member of the Hall Committee to be aged 18 or over will not be supplied with alcohol until they have proved their age to be 18 or over by production of a photo driving licence, passport or recognised age identity card bearing a PASS hologram.
14. Alcohol will not be supplied to anyone who is deemed to be drunk.
15. The licensing hours for the sale of alcohol are;
 - a. Monday to Thursday from 10.00 to 23.00
 - b. Friday & Saturday from 10.00 to 00.30
 - c. Sunday from 12.00 to 22.30
 - d. Alcohol will only be supplied after these times if a Temporary Event Notice has been granted for a licensing extension and in any case, alcohol will not be supplied after 00.30.
16. Except for commercially pre-sealed bottles and cans alcohol will only be served in the following measures;
 - a. Beer, cider and lager – pint or half pint
 - b. Still wine – 125ml, 175ml, 250ml or whole bottle (750 ml)
 - c. Port, sherry, fortified wine – 50ml or 100ml
 - d. Gin, rum, vodka, whisky, other spirits – 25ml or 50 ml
17. In the event of any occurrence which could constitute a licensing offence an inquiry group will be convened consisting of the Chair or Vice Chair and a minimum of 3 other committee members. This group will consider the detail of what occurred, how it came to happen, the likelihood or reoccurrence and the steps taken to prevent a reoccurrence. In the meantime,

alcohol will not be allowed to be supplied until recommendations of the inquiry group have been implemented.

18. Bar prices and any changes will be set by the Chair, Treasurer and Angelo Sauro (previous licensee) as delegated by the main Committee.
19. A bar float is provided for each event by the Treasurer. At the end of the event the Bar Manager or the nominated member of the Hall Committee will collect all monies and place them securely in the bar safe. The Chair of the Committee will collect such monies as soon after the event as possible and produce an account for each event in conjunction with the Treasurer.
20. The bar will be securely locked (bar shutters and main door) after each event. Keys for the bar are held by the Bar Manager, Chair of the Committee, and Angelo Sauro. No other persons are permitted to open the bar.
21. The bar accepts payment both in cash and with credit/debit cards using the Zettle payment system.
22. The Bar Manager, nominated member of the Hall Committee, bar staff and any bar volunteers will not tolerate any form of abuse or threatening behaviour from anyone using the bar and, in such circumstances, will be authorised to refuse service and report the matter to the Chair of the Committee for further investigation.
23. Both the Premises Licence and a price list of all drinks will be permanently on display.
24. Alcohol shall only be removed from the premises in sealed and unopened containers.
25. The Committee shall keep a refusal/incident logbook to record any incidents or refusals. This shall be produced to a police officer or licensing authority when requested.

Andrew Webb

Chair – Hawkesbury Hospital Hall

January 12th 2025

Appendix 1

Acceptance of Licensing Responsibilities Form

Name..... Date of Birth.....
Event..... Date of Event.....

I have read the summary below and accept responsibility for the supply of alcohol at the above event

..... Date

You have a duty to be aware of the dangers associated with the supply of alcohol and to act in an appropriately responsible manner and to avoid anything being done that would constitute an offence under the Licensing Act. Failure to do this may result in criminal prosecution and the hall losing its alcohol licence. In particular;-

1. Ensure you have read and understood the Hall Committee Policy for bar operation and sale of alcohol.
2. Before opening the bar, you must ensure that the Challenge 25 notice is prominently displayed. If for any reason the notice has been removed there are spare copies in the cupboard in the cellar area.
3. You must not allow alcohol to be supplied to anyone under the age of 18 or to anyone obtaining the alcohol on behalf of a person under the age of 18. To facilitate this, you must ensure that anyone who appears to you to be under the age of 25 and who you do not personally know to be aged 18 or over is not supplied with alcohol until they have proved their age to be 18 or over by production of a photo driving licence, passport or recognised age identity card bearing a PASS hologram.
4. You must not allow alcohol to be supplied to anyone who is drunk.
5. You must not allow alcohol to be supplied after 23.00 on Monday-Thursday, after 00.30 on Friday & Saturday or after 22.30 on a Sunday unless a TEN has been granted.
6. Except for commercially pre-sealed bottles and cans you must not allow the sale of the following types of alcohol other than in the following measures;
 - a. Beer, cider and lager – pint or half pint
 - b. Still wine – 125ml, 175ml or 250 ml or whole bottle (750 ml)
 - c. Port, sherry, fortified wine – 50ml or 100ml
 - d. Gin, rum, vodka, whisky – 25ml or 50ml

This form will be filed and retained in accordance with the Hawkesbury Hospital Hall GDPR policy.