

STEEPLE ASTON VILLAGE HALL

Application for a licensed bar to be approved at an event in the Steeple Aston Village Hall

I hereby apply to the Letting Agent, to authorise the sale of alcohol by the following persons at the hall on the following date(s), during the following hours and in the following location(s):

Date(s): _____

Time: _____

Description of event: _____

Location: Main Hall
 Committee Room
 Kitchen

The two people in charge must comply with the Licensing Act 2003 and undertake not to allow the sale of alcohol to those under 18 or to anyone who is drunk or disorderly. Sale of alcohol must stop by 11.30 pm at the latest.

Those in charge of alcohol sales

Name, Address, Telephone Number and E mail address

1st _____

Signature _____

2nd _____

Signature _____

Approved by Letting Agent

Signature: _____

Date: _____

STEEPLE ASTON VILLAGE HALL

Application for a licensed bar to be approved at an event in the Steeple Aston Village Hall.

It only relates to the occasional permissions where the police have to be informed as alcohol will be sold after the usual stopping time of 2330.

I hereby apply to the Steeple Aston Village Hall Letting Agent, to authorise the sale of alcohol by the following persons at the hall on the following date(s), during the following hours and in the following location(s):

Date(s): _____

Time: _____

Description of event: _____

Location: Main Hall
 Committee Room
 Kitchen

The two people in charge must comply with the Licensing Act 2003 and undertake not to allow the sale of alcohol to those under 18 or to anyone who is drunk or disorderly. Sale of alcohol must stop by 0100 at the latest. **The hirer must tell the booking agent at least two weeks before the event** to give the Committee time to inform the police and the licensing authority that alcohol will be sold until the time specified above.

Those in charge of alcohol sales:

Name:		Signed:	
1 st	_____		_____
2 nd	_____		_____

Approved by Steeple Aston Village Hall Letting Agent:

Signature: _____

Date: _____

STEEPLE ASTON VILLAGE HALL

Application for a TEN for an event in the Steeple Aston Village Hall

I hereby apply to the Committee of Steeple Aston Village Hall to be allowed to apply for a TEN for the following event. If alcohol is to be sold the Licensee must be named and sign this form and evidence of the Licensee's Personal Licence will be requested. The event will take place on the following date(s), during the following hours and in the following location(s):

Date(s): _____

Time: _____

Description of event: _____

Person requesting the booking: _____

Location: Main Hall
 Committee Room
 Kitchen

The Licensee(s) in charge of alcohol sales:

Name: _____ Signed: _____

1st _____

2nd _____

Details of Personal Licence: _____

Application for a TEN is the hirer's responsibility, but the Village Hall Committee must approve the booking, and sales of alcohol must finish at 2330 as specified in the Hiring Agreement with the hall clear by 2400. The TEN must be submitted to the appropriate authority at least 10 days before the event. Forms are available from Cherwell District Council, 01295 252535.

Before permission to apply for a TEN can be granted, agreement must be given by the Chairperson or the Secretary. Once this is confirmed by the Letting Agent, the Letting Agent may sign the form authorising the application for a TEN.

Authorisation to apply for a TEN

Steeple Aston Village Hall Letting Agent:

Signature: _____

Date: _____

For the attention of all designated bar managers (“the responsible person”)

NEW MANDATORY CONDITIONS – LICENSING ACT 2003

In force from 6 April 2010

1. The responsible person shall take all reasonable steps to ensure that staff do not carry out, arrange or participate in any ***irresponsible promotions*** – i.e. games or other activities which require or encourage individuals to –

- drink a quantity of alcohol within a time limit or drink as much as possible (whether within a time limit or otherwise)
- provide unlimited, or unspecified quantities of alcohol free, or for a discounted fee
- provide free, or discounted alcohol as a prize, or to reward the consumption of alcohol
- provide free, or discounted alcohol in relation to the outcome of a sporting event, or bet
- sell alcohol in association with promotional posters which encourage or glamorise drinking

2. The responsible person shall ensure that ***no alcohol is dispensed directly*** by one person into the mouth of another.

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

In force from 1st October 2010

4. The responsible person shall ensure that an ***age verification policy*** applies which requires individuals who appear to the responsible person to be under 18 years of age (or older as specified in the policy) produce on request, before being served alcohol –

- identification bearing their photograph, date of birth and a holographic mark.

5. The responsible person shall ensure that the following drinks be available in ***smaller measures***

- Beer or cider – ½ pint
- Gin, rum, vodka or whisky 25ml or 35ml
- Still wine in a glass 125ml
- and customers are made aware of the availability of these measures.

September 2010/May 2023

Continued below: Living with Covid