

**Washington Village Memorial Hall Charity  
Policy On The Sale Of Alcohol**

**Authorised By The Trustee Board**

**At The Trustee Board Meeting Held On 11 April 2018**

**Changes & Issues**

<b>Date</b>	<b>Subject</b>	

## **1 Introduction**

The "sale by retail" (hereinunder called "sale") of alcohol is defined as a licensable activity under the Licensing Act 2003. The Charity's Premises Licence allows the sale of alcohol on the premises under specified conditions.

This policy defines how the Charity will ensure that the provisions of the Charity's Premises Licence covering the sale of alcohol are adhered to. This policy shall be reviewed by the Trustee Board annually.

## **2 Scope**

This policy applies to any activity held within any part of the premises where alcohol is sold. Any person selling alcohol within the premises shall comply with this policy.

The Charity's Premises Licence:

- authorises the sale of alcohol everyday from 10.00 to 23.45 except on Good Friday and Christmas Day
- allows alcohol to be consumed on and off the premises
- requires the sale of alcohol to cease a minimum of twenty minutes before the premises close

### ***2.1 Alcohol Provided Free of Charge***

This policy only covers the supply of alcohol as a licensable activity. For most of the bookings of the premises where alcohol is provided, e.g. private parties, the alcohol is provided free of any charge and is not a licensable activity. However the Charity does impose certain conditions on the supply of alcohol free of charge, including "bring your own" events. These conditions are defined in the Policy On The Supply of Alcohol Free of Charge.

### ***2.2 Customer Bookings***

It is the Charity's policy not to accept any other booking involving the sale of alcohol without the prior agreement of the Trustee Board.

### ***2.3 Raffles & Tombolas***

The law surrounding raffles, tombolas and similar events and the relevance of the Licensing Act 2003 is complicated. For the avoidance of doubt the Charity will require any raffle or tombola or similar event which has a prize consisting of alcohol, in any form, to be treated as a licensable activity under the Licensing Act 2003 and to be subject to this policy.

## **3 Responsibilities**

### ***3.1 Trustees***

Trustees have a responsibility to understand the policy and to ensure that it is complied with during any event at which they are present.

The Trustee Board shall ensure that all trustees receive instruction in relation to the Licensing Act 2003, specifically in regard to age restricted sales and the sale of alcohol to drunk people. Evidence of such instruction shall be recorded in the minutes of the relevant Trustee Board meeting.

For the Charity's own events at least one person, nominated by the Trustee Board, shall be present throughout the event and responsible for compliance with the Premises Licence. The nomination shall be recorded in the minutes of the relevant Trustee Board meeting.

## **3.2 Customers Hiring The Premises**

Persons hiring the premises and intending to sell alcohol or hold a raffle consisting of a prize of alcohol in any form shall:

- agree to and comply with this policy
- confirm in writing or by email that they have read and understood the conditions of the Premises Licence
- confirm that they have received instruction in relation to the Licensing Act 2003, specifically in regard to age restricted sales and the sale of alcohol to drunk people
- nominate at least one person to be present throughout the event and responsible for compliance with this policy and the conditions of the Charity's Premises Licence

Failure to comply with any part of this policy shall be considered a breach of the Conditions of Hire and the Trustee Board, or any trustee, shall have the right to immediately terminate any activity, require any person to leave the premises, or take any other action, at its sole discretion, that it deems necessary.

## **3.3 Risk Assessments**

The Trustee Board shall produce a written risk assessment prior to the occurrence of any authorised 21st birthday party and make this assessment available to Sussex Police upon request.

## **4 Sale & Consumption Of Alcohol**

Within the premises:

- the consumption of alcohol by persons under the age of 18 is not allowed
- providing alcohol for sale to persons under the age of 18 is not allowed
- providing alcohol to a drunk person is not allowed

## **5 Age Verification**

At any event on the premises, it is the Charity's policy to implement an age verification policy at 21 years. All trustees/volunteers who serve alcohol at events, including raffles where the alcohol is a prize, shall be aware of the existence and content of the age verification policy.

### **5.1 Proof of Identity**

As a minimum, people who appear to be under the age of 21 shall be asked, before being provided with alcohol, to produce identification showing their:

- photograph
- date of birth
- a holographic mark or ultra-violet feature

### **5.2 Acceptable ID**

Examples of acceptable ID include:

- photo card driving licences
- passports or proof of age cards bearing the PASS hologram
- military ID cards
- other forms of ID which meet the criteria laid out above are also acceptable

### **5.3 Refusal To Serve**

If any person serving alcohol, including as raffle prizes, has any reason to believe that a person attempting to buy or obtain alcohol is under 21 and that person is not able to produce acceptable ID, then the person serving alcohol has an obligation to refuse to supply alcohol.

Any refusal to supply alcohol shall be reported to a member of the Trustee Board as soon as possible, and at least within 24 hours. The trustee responsible for customer management shall be responsible for maintaining a record of all incidents of a refusal to supply alcohol and make the record available to Sussex Police as necessary.

Guidance on how to handle a refusal to serve is given in Annex A.

## **5.4 Signage**

Notices publicising the age verification policy "Challenge 21" shall be displayed:

- at the point of supply of alcohol (customer facing) to customers
- the point of display for alcohol prizes in raffles covered by the Premises Licence
- the main entrances in use for the event
- at any other locations designated by the Trustee Board.

## **6 Sale Of Alcohol To Drunk People**

The Licensing Act 2003 makes it an offence to serve alcohol to a drunk person. The likelihood of a person being drunk in the village hall is rated as very low. The licensing authorities expect persons serving alcohol to:

- understand that it is a criminal offence to serve someone who is drunk
- have some understanding of how to determine whether a person is drunk

Some guidance on how to identify whether a person is drunk is given at Annex A.

## **7 Irresponsible Promotions**

Promotions of any kind which carry a risk of encouraging the sale or supply of alcohol for consumption on the premises shall be prohibited. This includes, but is not limited to:

- drinking games
- the supply of unspecified quantities of alcohol free or for a fixed or discounted price
- The sale, supply or provision of free or discounted alcohol or any other item as a prize to encourage or reward the purchase and consumption of alcohol
- the sale, supply or provision of alcohol dependent on the outcome of a race, match or other event
- posters and flyers condoning, encouraging or glamorising the irresponsible consumption of alcohol

For a customer booking, the Charity shall require the customer to agree any promotion of the event with the Charity prior to that promotion taking place.

## **8 Supply Of Alcohol**

### **8.1 *Small Measures***

Alcohol not supplied in a closed container, e.g. a can of beer, a bottle of wine, shall be available in the following quantities:

- Beer or cider: 1/2 pint
- Gin, rum, vodka or whisky: 25ml or 35ml
- Still wine in a glass: 125ml

If a customer asks for a drink without specifying the size, for example, a 'glass of wine', they shall be made aware that these measures are available.

## **8.2 Free Tap Water**

Free tap water shall be provided on request.

## **8.3 Notices**

Notices on the availability of small measures of alcohol and free tap water shall be clearly displayed close to the point of service to customers and any other locations designated by the Trustee Board..

## **8.4 Sale Below The Permitted Price**

Alcohol shall not be provided at a price below the permitted price defined in the Licensing Act 2003.

The pricing of alcohol for sale at the Charity's events shall be based on the retail price plus a mark up. Customers using the premises for the sale of alcohol shall agree their pricing with the Charity prior to their event.

## **9 Cessation Of Alcohol Sales**

The sale of alcohol shall end at 23.45 or 20 minutes before the premises is vacated, whichever is earlier.

# **Annex A**

## **Handling Refusal To Serve**

### **&**

## **Identifying A Person As Drunk**

### **1 Handling Refusal To Serve**

Have an “escalation plan”. That is, a plan for when things get worse. This is likely to include communicating the problem to others and may involve calling the police.

Like handling complaints, refusing to serve should be done respectfully and professionally:

- the perfect refusal to serve should not be noticed by other customers
- approach as early as possible
- be polite, but firm
- keep calm, as raised voices can lead to aggression
- speak clearly and slowly - you may have to repeat yourself several times, and try not to get angry or impatient
- state the law
- apologise
- offer alternatives to alcohol (if relevant)
- seek help if the situation begins to escalate or if the customer does not accept that no service is going to take place
- record the reason for the refusal to serve

### **2 Identifying A Person As Drunk**

If a person appears to be under the influence of drink or drugs that person shall be refused service without any further discussion.

However some symptoms of drunkenness such as slurred speech can be a symptom of a medical condition. If the person claims a medical condition ask the person to bring a letter from a doctor or pharmacist.

Establish whether the person is unsteady on his/her feet, his/her eyes appear glazed or he/she smells of alcohol.

Remember, if a person is drunk, his/her brain will be affected by the alcohol, making him/her less inhibited and so quicker to anger and more likely to say or do things he/she would not normally say or do. The person may also have more difficulty in understanding you.