

## LICENCE ACT 2003

**This form when completed and Approved gives you authority to supply and/or sell alcohol at the following functions(s) at Newick Village Hall:**

Date:-  
Description of Event:-  
Times -

**The following responsibilities apply to all those selling and/or supplying alcohol:**

- 1 No alcohol is to be sold or delivered to anyone under 18 years of age** (a PASS proof of age card, photo driving licence or passport can be accepted as proof of age). A soft or no-alcoholic drink may be provided, **not** a low alcohol drink
- 2 A person under the age of 18 is not allowed to sell alcoholic drinks or serve behind a bar, and it is illegal for an adult to be drunk whilst supervising or working a bar**
- 3 No alcohol is to be sold to anyone who appears to be drunk or who is buying for someone who appears to be drunk** (slurred speech, clumsy movement and loud or aggressive behaviour are signs of drunkenness)
- 4 No alcohol must be served after the hours permitted under the Hall licence**
- 5 Drunk and disorderly behaviour must not be permitted.** If someone refuses to leave when asked politely to do so they must be warned that they are committing a criminal offence. If they still refuse to leave the police must be called for assistance – the persons concerned should not be forcibly removed, for legal and safety reasons
- 6 Tobacco products and alcoholic drinks, other than those legally produced or imported, must not be sold or kept on the premises**
- 7 If anyone is suspected of taking or supplying drugs the police must be informed. If the police are called for any reason then the Caretaker (Steve Courtman) must be informed immediately**
- 8 A bar supervisor must be appointed and be on the premises at all times during the event. He/she must know where all fire equipment and emergency exits are situated**
- 9 Smoking is not allowed and it is the bar supervisor's responsibility to ensure this law is obeyed.**

These responsibilities apply where sale and/or supply is carried out under the authority of a Temporary Event Notice, as well as sales under a Premises Licence. Note that the maximum penalty for breaking the law in these respects is a fine of £20,000 or 6 months in jail. Those attempting to purchase alcohol for anyone under 18, buying for someone under 18 or buying for someone who is or appears to be drunk are also guilty of an offence.

Please contact Steve Courtman on 01825 721085 or mob 07976 809078 in case of questions or problems.

**APPROVED :** ..... **Date:** .....  
Steve Courtman (TENS User or Personal Licence holder)

I hereby agree to comply with these requirements for the sale and/or supply of alcohol

**Print Name:** ..... **Signed**..... **Date:** .....

The appointed bar supervisor will be:

**Print Name:** ..... **Signed**..... **Date:** .....

**To guarantee your booking please return this form signed and dated together with the booking form to:  
Anne Roper (Bookings Secretary), 16 Newlands Park Way, Newick, Lewes, East Sussex BN8 4PG  
Tel: 07974 274 343**