



## **Stockbridge Town Hall Sale of Alcohol**

Stockbridge Town Hall is licensed for the sale of alcohol for consumption on or off the premises. As Designated Premises Supervisor, Kim Candler has overall legal responsibility for the sale of alcohol at the Town Hall. To ensure compliance with the commitments given to Test Valley in the licence application, he is required to know and approve which organisations or individuals use the licence to sell alcohol, the events and dates when alcohol is to be sold, and who the "Responsible Person" is in charge of the sale.

Any organisation or individual that wishes to use the Stockbridge Town Hall licence to sell alcohol is required to complete the following process:-

1. Contact Kim Candler (01264 811776) who is the "Designated Premises Supervisor" for the Town Hall to discuss the intended event (or sequence of events) and identify any issues that may need to be addressed.
2. For each event (or series of events) when alcohol is to be sold, formally inform Kim Candler by email ( [cjcandler@gmail.com](mailto:cjcandler@gmail.com) ) of the name and nature of the event, propose who the "Responsible Person" will be, and provide a contact phone number. The "Responsible Person" will be responsible for ensuring that the sale of alcohol complies with the law during the event. The "Responsible Person" shall be in attendance in the building or its immediate vicinity throughout the period of alcohol sale.
3. Kim Candler will formally agree by email that the above proposals are acceptable, or discuss any issues that may arise. The e-mail correspondence will be retained as an electronic record of the alcohol sale.
4. Once formal acceptance has been given, the nominated "Responsible Person" takes on the responsibility for ensuring that the sale of alcohol at that event complies with the requirements and objectives of the 2003 Licensing Act.
5. The "Responsible Person" is required to read and sign the attached notice and put it visibly on display at the point of sale. He/she can co-opt as many people to assist in the sales as are needed as long as they are over the age of 18, deemed to be responsible by the "Responsible Person", and have also read and signed the notice on display.
6. Importantly, alcohol for sale shall never be left unattended.

Essentially it is all about being aware of the law (the key points being summarised on the form), acting responsibly and cascading that responsibility in a controlled and accountable fashion.

There is no charge for using the Town Hall alcohol licence. However, if any of the above requirements are not completed, then approval for the use of the Town Hall licence is automatically rescinded, and any alcohol sales are unlicensed.

## SALE OF ALCOHOL AT STOCKBRIDGE TOWN HALL

The premises licence of Stockbridge Town Hall permits the sale of alcohol for consumption on and off the premises under the Licensing Act 2003. This notice shall be completed for each event (or series of events) at which alcohol is to be sold in the Town Hall and displayed prominently near the point of sale.

Name of Event.....

Date of Event.....

The overall responsibility for ensuring that the sale of alcohol on the Town Hall premises complies with the requirements and objectives of the 2003 Licensing Act lies with the Designated Premises Supervisor who is named in the licence as Christopher (Kim) Candler, (Personal Licence Holder Number PERS/11/1092). At this event, the overall responsibility of complying with the Act has been delegated to and accepted by;

Name of Responsible Person (aged over 18).....

Signature.....

The following individuals (who are over the age of 18) will be assisting in the sale of alcohol and hereby agree to ensure that the law regarding the sale of alcohol at this event will be applied to the best of their ability.

Name..... Signature.....

Name..... Signature.....

Name..... Signature.....

In particular, the above individuals have undertaken to ensure that the following conditions will be applied at this event to the best of their ability;

- Unaccompanied children (under 16) are not allowed in that part of the Town Hall premises where alcohol is being consumed.
- It is illegal to sell alcohol to anyone under the age of 18. If there is doubt about the age of an individual and reasonable proof of their age is not available, then the individual will not be sold alcohol.
- It is illegal for an adult to buy alcohol for someone under the age of 18, (unless it is wine, beer or cider bought for someone over 16 to be consumed with a table meal accompanied by an adult).
- It is illegal to sell alcohol to someone who is drunk.
- Alcohol will not be sold to any person who is causing excessive noise, nuisance or disturbance.
- At no time shall unsold alcohol be left unattended. No alcohol shall be left on the premises overnight.
- The sale of alcohol at this event is only permitted by the named individuals above. The sale of alcohol at this event is not permitted by the Designated Premises Supervisor unless this notice has been signed by all the named individuals above and is prominently displayed near the point of sale.