

Hanley Swan Village Memorial Hall

Welland Road, Hanley Swan, Worcs. WR8 0EQ – Charity No. 523150

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Rules for the Use or Sale of Alcohol at the Village Hall

If you are serving any alcohol at a function taking place at the Hall, whether free or for sale, you are subject to the same rules and regulations that pertain to any licensed premises.

You have two options:-

1: You can apply for and obtain your own licence, in which case the entire responsibility for observance of the regulations rests with the person named on that licence. **This route must be followed if you are booking a birthday or celebration of any kind where the majority of people attending will be under 25 years of age.** Please note that bookings will not be taken for any under 25 year old parties etc. unless you live within the Hanley Castle Parish Boundary.

2: The Village Memorial Hall holds a licence to cover the sale or use of alcohol on the premises. If you want to use the hall licence (except as noted in Paragraph 1 above) you remain subject to the same rules and regulations that pertain to any licensed premises, with the addition of the following rules:-

You must notify the Letting Agent of the name, address and telephone number of the person and the organisation responsible for overseeing the sale or service of alcohol.

The Police, any Trustee of the Village Hall or the Letting Agent has the right to be present at any time to ensure that the regulations are being observed, and can order the cessation of alcohol sale or service at any time. You must indemnify the Trustees for any fine resulting from any breach of the regulations.

An additional charge of £5.00 per session, with a £15.00 daily maximum, may be payable to help defray the cost of the licence.

You must undertake not to serve alcohol to any person under the age of 18, and to refuse to serve alcohol to any person who is already obviously inebriated through excess alcohol.

N.B. Whichever licence you choose to use you undertake to hand a copy of this agreement to whoever is serving alcohol on your behalf. You are also responsible for ensuring that the hall is left in a clean and tidy state with all surfaces and floors cleaned from the effect of any spillages. All bottles, cans, food waste etc. are to be removed from the premises and not left in any refuse bins either inside or outside the hall. The cost of removing any such waste will be charged to the hirer at £10 per refuse sack.

I / We will be : OBTAINING OUR OWN LICENCE / USING THE VILLAGE HALL LICENCE (Please delete as appropriate) and undertake to abide by the above regulations.

Name:

Signature:

Please return one copy of this form with your Booking Form.