

# Hartlebury Parish Hall Management Committee

## Hartlebury Parish Hall

### Sale of Alcohol

No special arrangements are necessary if:

- A hirer runs a free bar.
- Guests to an event bring their own alcohol.
- Samples are provided free, eg at a wine tasting event.

Special arrangements are necessary if:

- A hirer sells alcohol at its event, even if it is an event only for relatives and close friends, or the price of the ticket includes an alcoholic drink.

The following special arrangements relating to the Sale of Alcohol are to be read in conjunction with the Hartlebury Parish Hall 'Standard Conditions of Hire' and 'Hire Form'. **Under no circumstances** is alcohol to be sold for consumption by those under the age of 18. Alcohol may **only** be sold with the approval of the Hartlebury Parish Hall Management Committee ("the Committee").

<b>Private Parties / Corporate Hire</b>	
Where the Hirer hires the Parish Hall for a private party or corporate event:	<b>Tick Applicable</b>
A. The Hirer may use the Parish Hall's Designated Premises Supervisor (DPS) for the supervision of the sale of alcohol, subject to the written approval of the Committee; OR	
B. Alternatively, where the Hirer does not wish to use the Parish Hall's DPS for the sale of alcohol; or the approval of the Committee has not been given for use of the Parish Hall's DPS for the sale of alcohol; or the event falls outside the list of activities licensed by Wychavon District Council (WDC), a Temporary Event Notice (TEN) shall be required.	
<b>Fundraising Events by Local Voluntary Organisations &amp; Charities</b>	
Where the Hirer hires the Parish Hall for a fundraising event, or is a Local Voluntary Organisation and hires the Parish Hall for a charity fundraising event:	<b>Tick Applicable</b>
C. The Hirer may use the Parish Hall's Designated Premises Supervisor (DPS) for supervision of the sale of alcohol, subject to the written approval of the Committee.	
The Hirer shall indicate on this form at the time of booking which option is required. By the time of the event: <ul style="list-style-type: none"><li>• Options A &amp; C. The Hirer <b>MUST</b> ensure that he/she has the written approval of the Committee to proceed with use of the Parish Hall's DPS; OR</li><li>• Option B. The Hirer <b>MUST</b> have provided a copy of the TEN to the Committee.</li></ul>	

<b>Details of Hire</b>			
Event Description			
Date		Time	

**To be completed by the Hirer and returned to the Booking Secretary** (\*Delete as applicable)

<b>Agreement</b>			
I confirm that no special arrangements are required for this event / I confirm that the special arrangements indicated above are required for this event*			
Signed <i>For and on behalf of the Hirer</i>			
Print		Date	