



Cliddesden Millennium Village Hall

Licensing Policy

Introduction

As Community Premises, Cliddesden Millennium Village Hall (the Hall) has officially replaced the mandatory conditions in section 19(2) and (3) of the Act (requiring a designated premises supervisor (DPS) who must be a personal licence holder to authorise the sale and supply of alcohol) with the alternative licence condition referred to in section 19(4) under which the Cliddesden Millennium Village Hall Management Committee (the Management Committee) is responsible for the sale and supply of alcohol.

This Policy describes how the Management Committee will discharge these responsibilities and delegates certain powers to the Licensing Subcommittee.

Collective Responsibility

As the Premises Licence Holder, the Management Committee will collectively be accountable and responsible for ensuring compliance with licence conditions and the law, although there would not necessarily be any individual member of the Management Committee always present at the Hall.

While overall responsibility will lie with the Management Committee, where the Hall is hired out the Hirer is clearly identified within the Conditions of Hire and Booking Form documents as having responsibility for matters falling within their control.

Hirers will be provided with a written summary of their responsibilities under the licensing act (within the Conditions of Hire) in relation to the sale or supply of alcohol and consequently the Management Committee will be deemed as having taken adequate steps to avoid liability to prosecution if a licensing offence is committed.

The event organiser, be that the Management Committee or the Hirer, will be responsible for any event held under a Temporary Event Notice.

Delegated Powers

The Licensing Subcommittee is a subcommittee of the Management Committee with delegated powers to manage and decide upon all licensing related matters. It comprises a subset of the Trustees of the Cliddesden Millennium Village Hall, the minimum membership being the Officers of the Management Committee (Chair, Vice-Chair, Secretary and Treasurer).

The Licensing Subcommittee will meet on an as needs basis and report any activities and decisions back to the Management Committee at the next available committee meeting.

If it feels it necessary, the Licensing Subcommittee will refer matters and decisions required back to the Management Committee.

Review and Approval

This policy and membership of the Licensing Subcommittee will be reviewed every three years by the Management Committee and the membership, and their approval, will be minuted in the relevant meeting minutes.



Summary of Roles and Responsibilities

The Roles and Responsibilities described below are applicable when alcohol is served, provided or sold as part of a Village Hall Management run event (such as plays, pantomimes, etc.).

In situations where alcohol is served, provided or sold during a private hire of the Hall, then Section 2 of the Hall's "Conditions of Hire" transfer much of this responsibility to the Hirer. The Hirer is asked to confirm this at the bottom of page 2 of the Booking Form.

Management Committee

- The licensee.
- Collectively accountable for ensuring that the licensing conditions are adhered to.
- Responsible for ensuring the Hall abides by the licensing conditions, delegating the day-to-day activities to the Licensing Subcommittee.
- By nature of being the licensee, the Management Committee are automatically authorised and allowed to serve/provide/sell alcohol. In the event that a member of the Management Committee serve/provide/sell alcohol then they will be treated as "Bar Staff" with regards to Roles and Responsibilities within the context of this policy.

Licensing Subcommittee

- Through the delegated responsibility, are responsible for managing and overseeing all licensing matters, including ensuring that day-to-day licensing conditions are adhered to.
- Ensure people ("Bar Staff") are trained and authorised.

Bar Staff

(including members of the Management Committee who are likely to serve/provide/sell alcohol)

- Are trained and aware of the licensing conditions – training is recorded.
- Authorised by the Licensing Subcommittee to serve/provide/sell alcohol on behalf of the licensee (the Management Committee). By the action of being authorised, they are allowed to serve/provide/sell alcohol.

Public/Anyone Else

- Not trained.
- Not authorised to serve/provide/sell alcohol.
- Will provide proof of age if requested by Bar Staff.