

1. Adderbury Parish Institute (“API”) has a premises licence, which includes the sale of alcohol on the premises between the hours of:

11.00 to 22.30 Sunday
11.00 to 23.00 Monday to Wednesday
11.00 to 00.00 Thursday to Saturday

The licence for the sale of alcohol is held jointly by the API management committee who are responsible for the sale of alcohol and complying with all the associated laws.

2. Those hiring API who wish to include the sale of alcohol within the hours specified in 1 above may apply to the API management committee for permission.

2.1 Applications must be made in writing a minimum of two months before an event to allow the API management committee time to meet and consider the application.

2.2 The applicant must be from a suitable individual(s), known to the API management committee, who is capable of demonstrating an understanding of the law relating to the sale of alcohol.

2.3 The applicant(s) must commit to personally fulfilling the obligations of the licencing act and associated laws during the period of hire.

3. In cases where the API management committee is not willing to support an application the hirer may be granted permission by the API management committee to submit their own application for a Temporary Event Notice (TEN) from the licensing officer at Cherwell District Council. Such applications may only be made if granted by the API management committee and failure to comply could result in the cancellation of a booking under section 20 of the Conditions of Hire.

4. The following pages relating to the law surrounding the sale of alcohol must be fully read and understood by any applicant

THE LAWS RELATING TO THE SALE OF ALCOHOL

It is a criminal offence for any person to sell alcohol to a young person who is under the age of 18 anywhere.

The supply of alcohol must be made by a person who holds a personal licence. If an individual is not a personal licence holder that person can only sell alcohol in licensed premises if permission to do so has been given by a personal licence holder. Failure to comply would make each sale of alcohol an offence, punishable by a maximum fine of £20,000 and/or 6 months imprisonment.

Persons under the age of 18 generally cannot consume alcohol on a licensed premises. There is one exception to this: a 16 or 17 year old is allowed to drink beer, wine or cider with a table meal provided that an adult purchases the drink. An adult must also be having a table meal with the 16 or 17 year old(s). Bar snacks do not count as a table meal.

It is an offence to allow children under the age of 16, who are NOT accompanied by an adult, to be present on premises:

- Used exclusively or primarily for the sale of alcohol for consumption on those premises, when open.
- Between midnight and 5.00am when open and where the premises are licensed for the sale of alcohol for consumption on the premises.

In licensed premises, it is an offence knowingly to allow the sale of alcohol to someone under 18. This offence can be committed by anyone who works at the premises in a capacity that would have allowed them to prevent the sale.

It is an offence for anyone under the age of 18 to purchase or attempt to purchase alcohol, or for someone over the age of 18 to purchase or attempt to purchase alcohol on behalf of someone under 18 (except with a table meal as described above).

It is an offence for a member of staff at the premises knowingly to allow children to consume alcohol (except with a table meal as described above).

It is an offence for a personal license holder or any person authorised to sell alcohol to knowingly sell alcohol to a person who is drunk or appears to be drunk.

It is an offence to serve alcohol to the companion of a person who is drunk for the drunken person's consumption.

It is an offence to allow alcohol to be sold to a person who is drunk.

It is an offence to obtain alcohol for a person who is drunk.

It is an offence knowingly to allow disorderly conduct on licensed premises.

A member of staff at the premises may request a person who is drunk or disorderly to leave the premises. If they fail to do so when requested, they commit an offence.

The Criminal Justice and Police Act 2001 (Amendment) and the Police Reform Act 2002 (Modification) Order 2004 empower the police to issue fixed penalties for the following offences:

- Obtaining alcohol for a person under the age of 18
- Sale of alcohol to a person under the age of 18
- Consumption of alcohol by a person under the age of 18
- Allowing consumption of alcohol by a person under the age of 18
- Delivery of alcohol to a person under the age of 18
- Allowing delivery of alcohol to a person under the age of 18

The majority of the offences outlined above can attract a fine of up to £5,000.

The exceptions are those committed by persons under the age of 18, which can attract fines of up to £1,000.

Additionally, the premises licence holder can expect an application to review the premises licence where offences of this nature take place within the premises.

Application for a licensed bar to be provided at an event at Adderbury Parish Institute

I hereby apply to the management committee of Adderbury Parish Institute to authorise the sale of alcohol by the following person (s) at the hall on the following date (s), during the following hours within Adderbury Parish Institute:

Date(s):

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Time:

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Description of event:

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Persons to be authorised to sell alcohol in accordance with the Licensing Act 2003:

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The above have read, understood and accept "**Adderbury Parish Institute Hiring Agreement – Sale of Alcohol**"

Name:

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Signature:

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The completed form should be sent to Mrs Lucy Roberts, Adderbury Institute Hall Manager, 18 Kemps Road, Adderbury, Banbury, Oxon, OX17 3JS, at least two months before the event start date.

I hereby authorise the persons named above to sell alcohol at the event described above, on the date(s), at the time(s) and in the location(s) specified above **(delete as appropriate)**.

Signed on behalf of the Adderbury Parish Institute management committee:

Name:

Position:

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Signature:

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