



Sale and Consumption of Alcohol – Policy and Procedures

1. The FCA will adhere to all the requirements of the Premises Licence issued under the auspices of the Licensing Act 2003.
2. Where there is a requirement to sell alcohol outside the conditions laid down in the Premises Licence, the FCA will apply for a Licensing Act Temporary Event Notice (LATEN). The LATEN must be submitted to the Licensing Department of the Stroud District Council more than 10 working days before the event.
3. The FCA will operate Age Verification by means of Challenge 25 to ensure that no minors under the age of 18 are able to purchase or consume alcohol. Under Challenge 25, any person who looks under 25, whose age is not known to the supplier of alcohol, will be challenged to prove their age prior to any purchase or consumption of alcohol.
4. Whenever there is an event in the hall that involves the sale of alcohol, the FCA Executive Committee is to authorise the sale of alcohol. An Executive Committee member is to be delegated to take responsibility for supervising all aspects of the sale of alcohol.
5. For large events, a Committee Member is to be present on site during the event.
6. The Committee Member is to ensure all those selling alcohol understand their responsibilities, including the ban on irresponsible promotions, the provision of free drinking water, and the need for alcohol to be available in small measures.
7. The booking form is to require the hirer to sign for having read all the conditions of hire including the sheet specifically relating to the sale of alcohol.
8. It is, therefore, a strict condition of booking that the Hirer agrees to meet all legal requirements regarding the supply of and consumption of alcohol.
9. At the time of the event, the Committee Member will brief the hirer on all their responsibilities under the Licensing Act 2003, and will give him/her a sheet that summarises them all.
10. The Hirer MUST, therefore, ensure that
 - a) All alcoholic drinks are purchased on site.
 - b) No private supplies of alcohol are brought onto the premises either by organisers or guests (except when authorised and on payment of a corkage fee).
 - c) Any form of alcohol offered as part of any 'ticket price' counts as the sale of alcohol and has to meet the legal requirements of the Licensing Act
 - d) Only persons over the age of 18 are allowed to consume alcohol.
 - e) Alcohol is not offered for sale to any person deemed to be drunk.
 - f) Alcohol is only consumed inside the building.
11. If there are any doubts, the Committee Member should discuss it with the Bookings Secretary and/or seek advice from the Licensing Department of Stroud District Council.