

NEW GREEN COMMUNITY CENTRE ALCOHOL LICENCE RULES

1. The sale of alcohol will only be made by trustees of the New Green Community Centre (New Green) or by a responsible individual authorised by the trustees.
2. Alcohol sales are ONLY permitted in the areas shown in red on the attached plan. All alcohol must be returned to the locked storage area in the hall at the end of an event.
3. Where a hall hirer operates their own bar under our licence, a New Green trustee or the centre's administrator will verify the hirer is aware of their responsibilities under the licence. A New Green trustee will be contactable for the duration of the event. The trustees reserve the right to attend the event at any time to ensure that the terms of the licence are being complied with.
4. A Hall Hirer, operating under the New Green licence will be required to sign the Hirer Terms and Conditions prior to commencement of hire which details their responsibilities under the hall licence.
5. All alcohol will be stored in the locked area in the hall and will remain locked at all times when a bar is not in operation.
6. Nobody under the age of 18 will be allowed to enter the bar area to serve alcohol or otherwise.
7. Only the New Green trustees and centre administrator will be key holders to the bar area. If these keys are provided to a hirer the keys will be signed for, and will be returned on the cessation of the hire.
8. Those operating a bar must adhere to the 'sale or supply of alcohol' times as stated in the Premises Licence in force at the time.
9. Nobody under the age of **18** will be served at the bar. If in doubt as to their age, the bar staff must request identification bearing their photograph, date of birth and a holographic mark.
10. If the sale of alcohol is required outside of the times stipulated in the premises licence, the hirer is responsible for making an application for a temporary event notice
11. Any breaches of the regulations of the Licensing Act 2003 must be discussed by the New Green trustees and a report issued to Mid Suffolk District Council Licensing department in a timely manner.
12. The alcohol sales would come under the overall responsibility of the trustees Committee.
13. No alcohol will be served and consumed outside the building, this will include the car park unless otherwise agreed with the trustees, and only on special occasions
14. The trustees, with the support of the centre administrator, shall be responsible for supervising the premises for any issues of noise, public safety, waste and any antisocial behaviour while the sale of alcohol on the premises is in operation.

15. The trustees will meet regularly to discuss issues/problems that may occur and put actions in place to mitigate these from occurring in future. They will work closely with responsible authorities should any problems/issues arise.
16. No Alcohol will be sold to, or consumed by any persons under age, and this will be challenged and acted on, to the extent of closing the bar to all patrons immediately
17. All Hirings of the Hall will be informed of all the rules associated to alcohol sale at the premise at the first point of contact with The Booking Secretary.