

SALE OF ALCOHOL APPLICATION FORM

- a. The hirer is responsible for ensuring the maximum numbers on the application for hire agreement are not exceeded.
- b. The hirer is responsible for ensuring that no **exits or fire exits** from or within the facilities are blocked inside or outside and that no chairs or obstacles are placed in the corridors, walkways or access areas leading to **emergency exits** and that **fire appliances** are not removed or tampered with.
- c. All hirers are required to be familiar with the emergency evacuation procedure for the building (see Evacuation Instructions Guidance and Information Notes) and provide evidence of regular drills when requested.
- d. In the event of a fire alarm being raised the hirer is responsible for ensuring safe and immediate evacuation.
- e. No furniture or furnishings may be brought into the facility either temporarily or permanently without prior written permission. Permission will only be considered where current fire regulations can be met.
- f. Electrical appliances must not be brought into the facility by the hirer or any person on the hirers' behalf either temporarily or permanently without prior written permission and all appliances must have a current portable appliance certificate (PAT).

Any items with a naked flame are prohibited

LICENSING

Groups/hirers will be required to comply with health and safety legislation.

- a. All the conditions attached to the Premises License are available to view on the front main notice board adjoining the main entrance to the Town Hall.
- b. Any person hiring the hall and intending to sell or supply alcohol will have attained the age of 18 years.
- c. The sale or provision of alcohol on the hired premises is not permitted except with the prior consent of the Council.
- d. Where the sale or provision of alcohol is permitted the hirer will comply fully with the Council's requirements and with the licensing laws and the Hirer confirms that they are aware of and will comply with the four licensing objectives.
- e. The person or persons authorised by the Town Council to sell alcohol must be present for the duration of the booking and no person under the age of eighteen years shall be permitted to sell or supply alcohol on the premises.
- f. The sale of alcohol shall cease immediately, irrespective of the time previously agreed in the hire agreement, when instructed to do so by the License Holder or their duly authorised representative.
- g. Persons under the age of 18 years will not be admitted to the premises when there is entertainment of an adult nature.

- h. If, in the opinion of the Town Council, the event shall require additional door and event security, the hirer shall be responsible for engaging at their own expense the number of Security Industry Authority Licensed Door Staff stipulated by the Town Council for the duration of the event.
- i. No items likely to cause damage to the floors or halls (e.g.: bottle cases, barrels, staging units) shall be brought into or allowed to remain in the hall without necessary precautions being taken by the hirer to safeguard Council property.
- j. Hirers must ensure that no glasses or drinking receptacles are taken outside the licensed premises.
- k. It is the duty of hirers to ensure that users leave the premises quietly and disperse and do not cause a nuisance to occupiers of adjoining or other premises in the locality.
- l. Notices will be clearly displayed near the exit(s) reminding patrons to be quiet when leaving the building.

Fee for Written Permission Notice (Payable on application). £20.00

(Cheques should be made payable to Ashburton Town Council)

A minimum of 10 working days notice is required.

Please complete the following if you are intending to sell or supply alcohol:-

NAME OF PERSON/S CONTROLLING THE SALE OF ALCOHOL (see "clause 'd'" above):

.....

NATURE OF EVENT

DATE OF EVENT

HOURS APPLIED FOR
(Not later than 12pm (Midnight) on any application)

NUMBERS ATTENDING

I confirm that I have received a copy of the hiring agreement and that the terms of the agreement and my obligations under it have been explained to me and I agree to be bound by the terms of the agreement and to comply with the licensing laws. I am aware that if I breach the terms of the agreement insofar as they are contained in the Licensing Acts and associated legislation that I may be liable to prosecution and may suffer a fine or imprisonment or both.

SIGNED

DATED:

Please return completed form along with the £20.00 fee (cheques made payable to Ashburton Town Council) to The Ashburton Information Centre or The Town Clerk, The Town Hall, North Street, Ashburton. Devon TQ13 7QQ