

Application Form for Consumption of Alcohol during Hire of Burbage Village Hall (BVH)

When alcohol is sold at an event in BVH, or if the alcohol is free but entry to the event is charged, then a licence is required. Organisers must either ask BVH to open their bar, or obtain their own Temporary Event Notice (TEN) from GOV.UK

Please select ONE option from the following list and provide information as requested below.

- 1- I would like BVH to run a Bar during the event using their premises licence**
 Charge for running the Bar is £30 for up to 3 hours; £10 for each subsequent hour or part
- 2- I will sell my own alcohol and will obtain a TEN**
 A 'Corkage' fee of £30 is payable to BVH
 You must obtain your own TEN and show it to the Bookings Clerk prior to the event
- 3- If alcohol will not be sold but there will be an entry charge to the event**
 A 'Corkage' fee of £30 is payable to BVH to use the hall licence, **OR**
 You must obtain your own TEN and show it to the Bookings Clerk prior to the event
- 4- Entry to the event will be free, as will be the alcohol provided**
 A licence and 'Corkage' fee are not required, but the information below is still required

All sections to be completed in **BLOCK CAPITALS**

Details of Organiser and Date of the event: As per Hall booking form.

Name:..... Date:.....

IF YOU REQUIRE THE BAR TO BE OPEN please answer the following

When the BAR is required - Start and end times	
Contact telephone number - to discuss bar stock	
Approximate number attending – (Important to ensure stock levels are correct.) Please advise as soon as possible and not less than 2 weeks before the event.	

THE FOLLOWING TABLE MUST BE COMPLETED IN ALL CASES

Will your event have more than 10 persons under the age of 25 years? Please indicate nos.	18-25 Over 25
Please indicate approximate number attending under 18 (Under 18's cannot be sold alcohol)	

<p>Please read the Age Verification Policy* (An extra charge of £30 will apply if a BVH staff member/Trustee needs to check ages of guests)</p> <p>(See the attached Conditions of Alcohol Consumption)</p> <p>We reserve the right to close the bar if a large number of under 18's or 18-25's attend without the staff booked to cover the Age policy.</p>	<p>If you are using the BVH licence or obtaining your own Temporary Event Notice, please sign below to indicate you will comply with this Age Verification Policy.</p> <p style="text-align: center;"><u>Signature :</u></p>
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CONDITIONS OF ALCOHOL CONSUMPTION:

By signing below, I confirm that I have read and accepted the Conditions of Alcohol Consumption and that I am over 18 years of age.

Name (BLOCK CAPITALS)	Signature	Date

Please return this form to Booking Clerk (details on the hall booking form) or email to bvhwilts@gmail.com
Keys are to be collected & returned to: 68 EASTCOURT ROAD, BURBAGE, at the times agreed at booking.

Burbage Village Hall Conditions of Alcohol Consumption

SIGNING THE BOOKING FORM INDICATES AGREEMENT OF THESE CONDITIONS.

The Charity Trustees will employ staff to run bars at any event held at the Village hall where a Bar is required. The Booking form provides details to the Bookings Officer of **any requirement by the hirer for use of the bar**. This information includes the expected **numbers & ages of guests** invited to, or likely to, attend the event. The number of bar staff will vary to ensure adequate cover.

This means that it is important that you indicate the full event requirements to us, as early as possible.

The BVH alcohol licence conditions require a process to be followed to provide the correct number of staff to ensure our Age Verification policy (AVP*) is adhered to.

Please consider whether your event will, or is likely to, include those below the age of 25, and provide the relevant information on the booking form.

The Charity Trustees can provide personnel to verify ages for an additional charge of £30

It would be beneficial to mention these AVP checks in your advertising material so that people in this age group bring the relevant identification proof documents to the event.

***Age Verification Policy**

At all events where under 25's will be present, an extra member of staff or a Trustee must be available at the door to check ages of all people attending the event. A mark (stamp) will be used so that the bar staff will easily be able to see that this age verification procedure has been followed.

Any person that the bar staff feel could be younger than 25 who are unable to show this mark will be required to have this check made.

No person will be served alcohol until this process has been verified. One young person within a group of young people will not be allowed to purchase drinks for the group unless each person in the group has proved their age.

Identification must bear their photograph, date of birth and a holographic mark.

This can include for example:

- A photo card driving licence,
- A proof of age card bearing the PASS hologram,
- A passport.

Form valid Nov 2019 to Aug 2020