



## **Okehampton Town Council    Sale of Alcohol Request Form (PROP2)**

Anyone wishing to provide alcohol for sale in the Charter Hall, or include alcohol in the ticket price at their event, must obtain written permission from Okehampton Town Council. Please read the following conditions and complete the application form.

- a) OTC has a Premises Licence (WDPLWA0182) which is available to view in the Foyer of the Charter Hall.
- b) Anyone hiring the Hall and requesting permission to sell or supply alcohol must be over the age of eighteen.
- c) The sale or provision of alcohol in the Charter Hall is not permitted except with the prior consent of the Council in the form of a Written Permission Notice.
- d) Where the sale of alcohol is permitted, the Hirer will comply with the Council's Conditions of Hire, the Premises Licence and with the objectives of the licensing laws:
  - The prevention of crime and disorder
  - Public safety
  - The prevention of public nuisance
  - The protection of children from harm
- e) The Hirer (person named on the Written Permission Notice) must be on site for the duration of the booking and must remain on the premises until the end of the hire period. The hirer is responsible for ensuring the maximum numbers on the booking form (PROP1) are not exceeded.
- f) No person under the age of eighteen shall be permitted to buy, sell, supply or serve alcohol on the premises. The Council will adopt a Challenge 25 policy. The only acceptable forms of ID will be a photo driving licence, passport or government-approved PASS Card.
- g) No illegal substances may be brought on to or used in the premises. Drunk and disorderly behaviour shall not be permitted on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall not be served and be asked to leave the premises.
- h) If, in the opinion of the Town Council, the event requires additional door and event security, the Hirer shall be responsible for arranging, at their own expense, the number of Security Industry Licensed Door Staff stipulated by the Town Council for the event.
- i) The hirer is responsible for ensuring that no exits or fire exits are blocked inside or outside the Hall and that no obstacles are placed in corridors or walkways leading to emergency exits. All hirers must be familiar with the emergency evacuation procedure and in the event of a fire alarm being raised, the hirer is responsible for ensuring safe and immediate evacuation.
- j) Free drinking water will be available at all times.
- k) Hirers must ensure that no glasses or drinks containers are taken outside the premises.
- l) The Hirer must ensure that users leave the Hall quietly and do not cause a nuisance to other premises in the area.

## **Application for Written Permission to Sell/Supply Alcohol on Okehampton Town Council Premises (Charter Hall, Market Street, Okehampton) – to be completed by Hirer**

A minimum of 21 working days' notice is required. A fee of £24 will be payable with the booking fee

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

Name of person controlling the sale of alcohol (Hirer) .....

Names of persons engaged by the Hirer to sell/serve alcohol, supervised by the Hirer

.....

Nature of event .....

Date of event .....

Hours applied for: From ..... To .....  
(alcohol sales must finish at 11 pm)

Numbers attending .....

I confirm that I have received a copy of the Conditions of Hire and that I understand and agree to be bound by the terms of the agreement and to comply with the Licensing Laws and that I am over 18 years of age

Signed ..... Dated .....

## **Written Permission Notice – to be completed by Okehampton Town Council**

The sale/supply of alcohol is/is not permitted between the hours of ..... and .....  
.  
on the date of the event .....

Person authorised to sell alcohol in accordance with the Licensing Act 2003 .....  
(who must remain on the premises during the permitted hours)

Additional conditions .....

.....

It has been agreed that the applicant is authorised by Okehampton Town Council for the sale of alcohol under The Legislative Reform (Supervision of Alcohol Sales in Church & Village Halls) Order 2009

Signed ..... (Committee Chairman)

Signed ..... (Town Clerk) Dated .....

The information that you provide will be held by Okehampton Town Council and used for the purpose of the administration of this booking. We will keep the information for the period of time as set out in the Council's Documentation Retention Policy. The information will be held securely and not be disclosed to anyone or used for any other purpose without your permission. On expiration of the retention period the information will be destroyed in a secure manner. Policies about how the Council will protect your privacy are available at [www.okehampton.gov.uk/documents](http://www.okehampton.gov.uk/documents) or by contacting the Council on 01837 53179.