

The Parochial Church Council of the Ecclesiastical Parish of Boxgrove

Registered Charity No. 1131214

SUPPLEMENTARY HIRE (ALCOHOL LICENCE) FORM

CONDITIONS OF HIRE

1. In addition to the prevailing Conditions of Hire, where the **Hirer** has indicated there will be consumption of **ALCOHOL** on the premises during the period of hiring, the **Hirer** shall submit this **Supplementary Hire (Alcohol Licence) Form**, signed and satisfactorily completed, before the hiring commences.
2. The **Hirer/NRA (Nominated Responsible Adult)** shall not use the premises for any such purpose/function other than that described in the **hiring agreement slip** appended to the **Booking Form** and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.
3. The **Hirer** shall provide below full details of the **NRA** and any **other nominated person** who will take direct responsibility for the provision of alcohol during the period of hiring, and for compliance with the licensing regulations relating to the consumption of alcohol, if other than the **Hirer** themselves.
4. **That person, who shall be over 21 years of age**, shall declare and evidence themselves to be either a) a Personal Licence Holder or b) sufficiently experienced at controlling the supply of alcohol at previous similar events (for example having successfully applied for a number of TENS).
5. **In the absence of the above evidence, acceptance of that person to be so nominated shall be at the discretion of the Trustees.**
6. The **Hirer** shall indemnify the **Parochial Church Council** for any and all matters arising from breach of the above conditions; in the event of any breach the **Hirer** or their **NRA** shall immediately contact one of the **Letting Manager** listed on the Notice Board.
7. The **Parochial Church Council** reserves the right a) to attend the Church and / or Hall at any time during the period of hiring for the purposes of ensuring compliance with these conditions, and b) to foreclose the hiring should it be deemed that a significant breach of these conditions, or those outlined in the underlying **Conditions of Hire and Booking Form**, has occurred.

UNDERTAKING

I, the Hirer, together with any other named individuals below, acknowledge my/our responsibility to comply with the terms of the **Licensing Act 2003** during the period of hiring and have noted the following offences under the Act (non-exclusive):

- the supply of alcohol to children under 18 years of age (maximum fine on conviction up to level 5 on the standard scale, currently £5,000)
- allowing the supply of alcohol to children under 18 (maximum fine up to level 5)
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (maximum fine up to level 5)
- allowing disorderly behaviour on the premises (maximum fine on conviction up to level 3, currently £1,000)
- the supply of alcohol to a person who is drunk (maximum fine up to level 3)
- obtaining alcohol for a person who is drunk (maximum fine up to level 3)
- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (maximum fine up to level 3)
- allowing children under 16 years of age to be present whilst alcohol is being consumed unless they are accompanied by an adult (maximum fine up to level 3)

Name of Hirer **Address**

Telephone No.

Signature:

Name of NRA **Address**

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Signature of NRA