Minchinhampton Market House Charitable Incorporated Organisation (CIO)

Alcohol Licence Hiring Agreement

This Agreement is made between the Minchinhampton Market House CIO **Licence Holder** (Designated Premises Supervisor - **DPS**) and the **Hiring Party** for the event to be held on

- Hiring Party: _____
- Dates: _____

1. The Four Licensing Objectives

The Hiring Party acknowledges that they are legally bound to uphold the four licensing objectives as set out in the **Licensing Act 2003**. Failure to promote these objectives is a breach of this agreement and the law:

- **The Prevention of Crime and Disorder:** Monitoring for illegal activity, preventing drug use, and managing aggressive behaviour.
- **Public Safety:** Ensuring the physical safety of people on the premises (e.g., capacity limits and fire safety).
- **The Prevention of Public Nuisance:** Controlling noise levels, litter, and ensuring guests leave the venue quietly.
- **The Protection of Children from Harm:** Strict enforcement of "Challenge 25" and preventing the sale of alcohol to minors. **All staff must verify the age of any person who appears under 25 years old.**

2. Nomination of Event Steward

To ensure the safety of the event, the Hiring Party must nominate a **Lead Event Steward (over 25 years old)**.

- **Lead Event Steward Name:** _____
- **Responsibilities:** The Steward must remain sober for the duration of the event. They are responsible for monitoring guest behaviour, managing entry/exit points, and acting as the primary point of contact for the Licence Holder or local authorities.

3. Compliance and Required Logs

The Hiring Party is responsible for maintaining the following records during the event. These must be available for inspection by Police or Licensing Officers at any time:

Log Type	Requirement
Refusals Log	Every instance where a sale of alcohol is refused (e.g., due to intoxication or lack of ID under the Challenge 25 rule) must be recorded.
Incident Log	Any accidents, ejections, or visits by emergency services must be detailed immediately.

Note

Refusals and Incidents are to be recorded in the Alcohol Logbook in the Kitchen. The Market House must be notified (after the event) if a log entry is made.

4. Bar Staff Training

The Hiring Party is responsible for training event bar staff. A short training brief is at Annex A and is intended to be used on the night by the Lead Event Steward.

By signing this agreement you are acknowledging that this training will be completed.

5. Penalties for Non-Compliance

The Hiring Party understands that the following penalties may apply if the Licensing Act is breached:

- **Immediate Closure:** The Licence Holder or Police reserve the right to shut down the event immediately without a refund.
- **Financial Liability:** Fines for unauthorized licensable activities can be **unlimited**.
- **Legal Action:** Sale of alcohol to a minor or an intoxicated person can lead to a fine of up to **£5,000** and a criminal record for the individual server and the Hiring Party.
- **Future Restrictions:** Breach of this agreement may result in the Hiring Party being blacklisted from future bookings.

6. Declaration

I, the Hiring Party, confirm that I have read and understood the legal requirements of the Licensing Act 2003, as outlined in this document. I accept full responsibility for the conduct of my guests and staff.

Hiring Party

Name: _____

Signature: _____ **Date:** _____

Personal Licence Holder – Justin Hodges (Licence No 26/00543/LAPENW)

Signature: _____ **Date:** _____

Annex A - Bar Staff Essential Training Guide

Lead Event Steward :

- Please have your bar staff read these instructions and confirm they understand their obligations.
- The Hiring Party has signed the Alcohol Agreement **acknowledging that you will complete this training.**

The Golden Rule: Selling alcohol is a licensed activity, not a right. If you break the law, **you** and the **DPS** can be personally fined.

1. The Four Licensing Objectives

Everything we do must support these four goals:

1. **Prevention of Crime & Disorder:** No drugs, no fights, no illegal activity.
2. **Public Safety:** No overcrowding, clear fire exits, glass cleared quickly.
3. **Prevention of Public Nuisance:** Keep noise down; ensure customers leave quietly.
4. **Protection of Children from Harm:** Zero tolerance on underage drinking.

2. Age Verification (Challenge 25)

We operate a **Challenge 25** policy. If a customer looks under 25, you **must** ask for ID.

- **Accepted ID:** Valid Passport, Photo Driving Licence, or PASS-accredited cards.
- **Check the photo:** Does it match the person?
- **Check the date of birth:** Use a "Born Before This Date" sign if available.
- **Check for tampering:** Feel the card; ensure the lamination isn't peeling.

3. When to Refuse a Sale

You have a legal duty to refuse service in the following cases:

- **Underage:** The customer is under 18 or has no valid ID.
- **Intoxication:** The customer is already drunk. It is **illegal** to serve a person who is drunk.
- **Proxy Sale:** You suspect an adult is buying alcohol for a minor.
- **Disorder:** The customer is being abusive or threatening.

4. Record Keeping (The Logs)

If it isn't written down, it didn't happen. You must use the **Alcohol Logbook**, which can be found in the kitchen:

- **Refusals Log:** Record every time you turn someone or an ID away. Include the date, time, reason, and description.
- **Incident Log:** Record any accidents, fights, or visits from the Police/Council.

5. Standard Weights & Measures

To stay legal, we must serve in specific quantities (if using draught of optics and thimbles):

- **Draft Beer/Cider:** Pint, ½ pint.
- **Still Wine:** 125ml, 175ml, or 250ml.
- **Spirits (Gin, Rum, Vodka, Whiskey):** 25ml or 35ml (check our optics/thimbles).

6. Staff Safety & Responsibility

- **Drink Spiking:** If a customer reports a spiked drink, do not discard it (it's evidence). Inform the **Lead Event Steward** immediately.
- **Emergency:** Know where the fire extinguishers and emergency exits are located.
- **The Law:** Police and Licensing Officers can enter at any time. Always be polite and cooperative.