

# ALCOHOL POLICY

## Cringleford Parish Council

### Introduction

Cringleford Parish Council has a licencing committee which consists of the parish clerk and the Recreation and Amenities Advisory Group. A full licence is held for both the Pavilion and The Willow Centre (TWC).

In early 2016 the decision was taken that the only alcohol on site at TWC should be provided by pop-up bars. This resulted in some lost bookings as pop up bars were not willing to attend smaller functions.

A new alcohol policy was agreed by Council on 9 November 2017 in relation to TWC. The amended policy is below, as a result of communication with South Norfolk Council.

### Policy

1. Small, regular groups of hirers who would like a one-off drink (e.g. at Christmas) can bring alcohol free of charge if bringing their own disposable glasses and staying within their booked room; to use TWC glasses and the bar area will involve a £10 per hour charge.
2. Small events / parties (up to two quads) to be charged £10 per hour for use of bar area and glasses.
3. Events where alcohol will be sold (e.g. fund raising events or parties) or whole hall parties – hirer to obtain their own alcohol licence from South Norfolk Council or to hire a pop up bar.
4. Hirers who are bringing, but not selling, alcohol are not able to obtain a license. South Norfolk Council have confirmed that if underage drinking occurred, the hirer would be responsible, not the Willow Centre.
5. Normal terms and conditions of TWC apply in regards to rubbish, tidying and washing up.
6. Hirers will be asked to initial the alcohol section of the booking terms and conditions to confirm that they have read them and will obey the law in regard to the supply of alcohol to minors.
7. If the member of staff on duty witnesses under age drinking and the person involved is unable to supply proof of age, the event will immediately be closed with no refund given.
8. A higher damage deposit will be charged where alcohol is brought in (£100 per quad), for anything other than small regular groups having a one-off drink or events with pop-up bars.
9. A copy of this policy will be given with all bookings where alcohol will be used.

Agreed: June 2018

Review date: June 2022

No changes will be made to the Pavilion, where currently hirers bring their own alcohol when required as no bar area is available.

## **Review**

The policy will be reviewed every four years, or sooner if required.