

The Milverton Victoria Rooms : Application for a Bar or Permission to Sell or Supply Alcohol

Please fill in the details of hirer and section A, B or C and return this form to the Bookings Secretary with your hiring form. For explanatory notes see overleaf. Please ensure that you have a copy of the Bar Rules with effect from 29th April 2014, available from the Chairman of the Management Committee or the Bookings Secretary.

DETAILS OF HIRER

Name of Hirer _____ Address _____

Organisation (if applicable) _____ Signature _____ Date _____

SECTION A

Application for a LICENSED BAR to be PROVIDED at an event at The Milverton Victoria Rooms - charge £15

I hereby apply to The Milverton Victoria Rooms Management Committee to provide a licensed bar at the following event:

Date(s): _____ Bar hours: _____ to _____

Description of event: _____

Rooms booked: (tick as appropriate) Whole premises Main Hall Reading Room

SECTION B

Application for permission to SELL or SUPPLY alcohol at an event at The Milverton Victoria Rooms - charge £15

I have read and agree to comply with the Committee's Bar Rules and hereby apply for the following person(s) to be authorised to sell or supply alcohol at The Milverton Victoria Rooms at the following event:

Date(s): _____

Between (time(s)): _____ and _____

Description of event: _____

Rooms booked: (tick as appropriate) Whole premises Main Hall Reading Room

Person(s) to be authorised to sell or supply alcohol in accordance with the Licensing Act 2003:

Name: _____ Address: _____ Personal licence number (if applicable) _____

Name: _____ Address: _____ Personal Licence number (if applicable) _____

SECTION C

Application for permission to SUPPLY alcohol during a private function at The Milverton Victoria Rooms which is not open to the general public, will be attended by invited persons only and at which there will be no charge made, either for entry or for alcohol

I have read and agree to comply with the Committee's Bar Rules and hereby apply to be authorised to supply alcohol free of charge to my invited guests during the following private function at The Milverton Victoria Rooms:

Date(s): _____

Between (time(s)): _____ and _____

Description of function: _____

Rooms booked: (tick as appropriate) Whole premises Main Hall Reading Room

For use by the Management Committee only

I hereby agree to PROVIDE a BAR for the event described in section A above.

Or:

I hereby AUTHORISE the persons named in section B above to SELL or SUPPLY alcohol in accordance with the Bar Rules at the event described in that section.

Or:

I hereby AUTHORISE the person named above as the Hirer to SUPPLY alcohol without charge in accordance with the Bar Rules at the function described in section C above.

Signed _____ Position _____ Date _____

On behalf of The Milverton Victoria Rooms Management Committee

EXPLANATORY NOTES : YOUR “GREEN FORM” APPLICATION

SECTION A

Application for a LICENSED BAR to be PROVIDED at an event at The Milverton Victoria Rooms

This option is for people who do not want to run their own bar. The Management Committee would provide the bar and staff and would take the profits from the bar. The charge for the provision of a bar is £15.

SECTION B

Application for permission to SELL OR SUPPLY alcohol at an event at The Milverton Victoria Rooms

This option is for people who wish to run a bar or otherwise sell or supply alcohol at an event that is **open to the public** and also for **private events** where alcohol will be **sold** to guests.

The person who runs the bar or otherwise oversees the sale or supply of alcohol must be authorised by the Management Committee. Some nominated representatives of established village organisations have the Committee's standing authority, subject to conditions. The authorised person must be on site at all times during the event. He or she may recruit other helpers but remains personally responsible for the sale or supply of alcohol.

Whether or not you are charging for alcohol, if the event is **open to the public**, whether on production of a ticket or otherwise, you must have an authorised person responsible for the sale or supply of alcohol. The charge for this authorisation (unless the authorised person has standing authority) is £15.

SECTION C

Application for permission to SUPPLY alcohol during a private function at The Milverton Victoria Rooms which is not open to the general public, will be attended by invited persons only and at which there will be no charge made, either for entry or for alcohol

The Management Committee needs to be aware of all functions at which alcohol is to be consumed in the village hall, including private parties. The Committee may refuse permission for a booking where alcohol consumption could become a problem, e.g. an 18th birthday party to which guests are formally invited, but at which alcohol is supplied free of charge.

GENERAL NOTES

“Green form” permission is granted subject to the Committee's Bar Rules and is limited to the sale or supply of alcohol for consumption **on** the premises only.

There is no need to notify the Management Committee of events to which people bring their own alcohol for their own personal consumption. Hirers are reminded, however, that they are responsible for any breaches of the Conditions of Hire, including those relating to the sale, supply or consumption of alcohol.

Please return this form to the Bookings Secretary, preferably with your hiring form but in any case no later than 14 days before the date of your event or function.