

Topcliffe & Asenby Village Hall

Front Street
Topcliffe
North Yorkshire
YO7 3RJ
Reg. Charity No. 1003803



PREMISES & AGE VERIFICATION POLICY

Name and address of premises:

Topcliffe & Asenby Village Hall, Front Street, Topcliffe, North Yorkshire YO7 3RJ

Name of premises licence holder:

Topcliffe & Asenby Village Hall Committee

Name of designated premises supervisor:

Chairperson, Topcliffe & Asenby Village Hall Committee

The Policy

1. This policy applies in relation to the sale or supply of alcohol on these premises.
2. For this policy the responsible person is one of the following:
 - the holder of the temporary premises licence (TEN);
 - the designated premises supervisor;
 - a person aged 18 or over who is authorised to allow the sale or supply of alcohol by an under 18; or
 - a member or officer of a club present on the club premises in a capacity which enables him or her to prevent the supply in question.
3. Staff serving alcohol on the premises must require any individuals who appear to the responsible person to be under the age of 18 years of age to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and a holographic mark.
4. Examples of appropriate identification include:
 - A photo card driving licence
 - A passport
 - A proof of age card bearing the PASS hologram
 - Military Identification Card
5. The premises temporary licence holder (TEN applicant) will ensure that staff are made aware of the existence and content of this policy.

Signed.....

Date:.....

Temporary Premises Licence (TEN) Holder