

# Leconfield Hall Management Committee

Market Square, Petworth, West Sussex

Registered Charity No: 305402

Michael Follis  
Kitchen Court  
High Street  
PETWORTH  
GU28 0AU

Dear

## THE LICENSING ACT 2003

This letter gives you my authorisation to sell alcohol at the following function(s) at The Leconfield Hall:

Date(s): \_\_\_\_\_

Times: \_\_\_\_\_

Description of Event(s): \_\_\_\_\_

### The following responsibilities apply to all those selling alcohol:

- **No alcohol is to be sold or delivered to anyone under 18 years of age.** (A PASS proof of age card, photo driving licence or passport can be accepted as proof of age. A soft or non-alcoholic drink may be provided, not a low alcohol drink. An adult may purchase wine, beer or cider for someone aged 16 or over only for drinking with a table meal taken with the adult concerned.)
- **No alcohol is to be sold to anyone who appears to be drunk or who is buying for someone who appears drunk.** (Slurred speech, clumsy movement and loud or aggressive behaviour are signs of drunkenness.)
- **No alcohol is to be sold after the following time:** \_\_\_\_\_
- **Drunk and disorderly behaviour must not be permitted.** (If someone refuses to leave when asked politely to do so warn them that they are committing a criminal offence. If they still refuse to leave call the police for assistance, do not attempt to remove them, for safety reasons.)
- **Smuggled goods must not be sold or kept on the premises.**
- **Every sale of alcohol by a person aged under 18 must be specifically authorised by myself or the following adult(s) who I have authorised to give such approval**  
*name(s):* \_\_\_\_\_
- **If you suspect that anyone is taking or supplying drugs inform the police.**

These responsibilities apply where sale is carried out under the authority of a temporary Event Notice, as well as sales under a Premises Licence.

Note that the maximum penalty for breaking the law in these respects is a fine of **£20,000 or 6 months in jail**. Those attempting to purchase alcohol who are under 18, buying for someone under 18 or who are drunk or buying for a drunk, are also guilty of an offence.

Please contact me on the following number in case of questions or problems: 01798 344068

Signed: .....

Michael Follis  
Personal Licence Holder & Designated Premises Supervisor

I hereby agree to comply with these requirements for the sale of alcohol

Signed: .....

Name: .....

Date: .....