

# COLYTON CHAMBER OF FEOFFEES CIO

**Registered Charity No. 1169081**

Town Hall, Market Square, Colyton EX24 6JR



## Proof of Age Policy for Feoffees Town Hall

All staff and relevant members of the Feoffees will be made aware of the Proof of Age Policy.

Anyone hiring the Town Hall will be informed of the policy. The specific terms and conditions relating to the attendance of children at functions in the Town Hall will be drawn to their attention and the Hirer will be required to sign that they have read and understood those provisions and will abide by them. These are:

Supervision for all events: there must be TWO competent adults (over 21) deemed capable by the Hirer of keeping order and controlling an emergency for up to 100 persons (THREE up to 249 person and FOUR up to 315 persons.) Extra attendants are required for events where most persons are below 16 years of age or disabled, or where the sale of alcohol takes place. The Chamber of Feoffees may require that all or some of the attendants are registered door supervisors.

Sale of alcohol: applicants for a licence to sell alcohol will be required to accept responsibility for themselves and those nominated by them to sell alcohol and accept the authorisation of the Designated Premises Supervisor (DPS) to sell alcohol in his absence.

They will need to ensure that:

- No person under the age of 18 years will be admitted onto the premises at events of an adult nature.
- As a condition of the licence, anyone considered to be under the age of 25 should be asked to produce photographic ID ie a passport or driving licence. (Challenge 25.) The only ID that is acceptable is a driving licence or passport.

- Alcohol will be refused to those who are (or appear to be) drunk.
- Each individual member of staff or Hirer's representative keeps a register of refusal to sell alcohol or sign and date to declare no incident occurred. (A book is provided for that purpose in the drawer of the bar.)

**EXCEPT**

Persons under 18 who are under the supervision of the Hirer and are on duty or employed at the Town Hall.

When the premises or part of the premises has been hired for a recognized celebration where all persons attending are invited, there is no entry charge and no tickets sold.

When such events are in operation the provisions of The Licensing Act 2003 regarding admission of persons under 18 will apply.

Signed.....Premises Licence Holder and DPS

Signed.....Hirer