

Leconfield Hall
Market Square, Petworth, West Sussex
Registered Charity No: 1167354

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: