

Declaration by the Responsible Person organising licensed activities at the Jubilee Hall

Date and time of event.....

The Jubilee Hall has a Premises Licence for the following activities:

- Plays
- Live or Recorded Music
- Films
- Supply of Alcohol

These activities are controlled by law for the purposes of:

- Public safety
- The prevention of crime and disorder
- The prevention of public nuisance
- The protection of children from harm

For your event, you may be authorised to provide licenced activities in the following ways: by delegation through the Designated Premises Supervisor, through a Temporary Event Notice, or your own personal licence. You will be the 'Responsible Person' for the event and it will be **your personal responsibility** to ensure compliance with:

- The Licensing Act 2003 and the Mandatory Code of Practice April 2010
- The terms of the licence of the Jubilee Hall Premises Licence
- All the conditions of a Temporary Event Notice.
- The Jubilee Hall Premises Prevention of Harm to Children and Age Verification Policy
- Food hygiene regulations

In addition, the trustees have determined that:

- The supply of alcohol, live and recorded music must cease at 24:00
- The premises must close before 01:00
- Sales of alcohol will only be for consumption on the premises.

Links to these documents can be found on the Jubilee Hall website. You must consider how these regulations will apply to your event and how you will ensure compliance. In particular (and without exclusion of the detailed regulation) you must plan how you will:

- Control entry to the premises to permitted numbers
- Prevent consumption of alcohol by children
- Prevent irresponsible consumption of alcohol
- Evacuate the premises in the case of fire
- Ensure the hygienic serving of food
- Avoid causing nuisance by excessive noise, particularly late at night
- Prevent the supply and consumption of illegal drugs on the premises.

FAILURE TO COMPLY WITH THESE REQUIREMENTS MAY ENDANGER THE PUBLIC, EXPOSE YOU TO LEGAL PENALTY AND PREVENT YOUR HIRING THE HALL IN THE FUTURE.

I declare that I have read and understood the documents referred to above and understand my responsibilities for the conduct of the event.

Signed.....

Name.....
RESPONSIBLE PERSON