



Sherfield Park Community Association

Policy for the Sale and serving of Alcohol

1.0 Introduction

This Alcohol Policy sets out the guidelines and rules for the sale, consumption, and management of alcohol within Sherfield Park Community Centre. The aim is to ensure the safety, well-being, and enjoyment of all visitors, staff, and volunteers, while complying with all relevant laws and regulations.

2.0 Scope

This policy applies to all individuals using the Community Centre, including members of the public, staff, volunteers, hirers and event organisers.

3.0 Policy Statement

Sherfield Park Community Association (SPCA) is committed to promoting a safe and inclusive environment. Alcohol consumption is only permitted under specific circumstances and must always be managed responsibly with due regard to the four licensing objectives:

- Prevention of Crime and Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

4.0 Legal Compliance

- All alcohol-related activities must comply with the Licensing Act 2003 (as applicable in England and Wales) or relevant local legislation.
- Licensable activities at the Community Centre are permitted by way of a Premises Licence issued by Basingstoke and Deane Borough Council, Premises Licence Number 11/00817/PREMV.
- In accordance with section 25A(6) of the Licensing Act 2003 and the terms of the licence, the Community Centre is not required to have a Designated Premises Supervisor, but every supply of alcohol under the Premises Licence must be made or authorised by the Sherfield Park Community Association Management Committee (the Board of Trustees).
- No alcohol will be supplied to or consumed by anyone under the age of 18.
- It is illegal to serve alcohol to anyone who is intoxicated.

5.0 Permitted Use of Alcohol

- Alcohol may only be served at private functions or events in accordance with the conditions set out in the Premises Licence or where a temporary event notice (TEN) has been obtained.
- All events involving alcohol must be approved in advance by the Community Centre management.
- Alcohol must not be consumed in public or communal areas of the Centre unless it is a designated and approved event.

6.0 Responsibilities

- Hirers and event organisers are responsible for ensuring full compliance with this policy and with all licensing conditions.
- Hirers and organisers must ensure that sufficient measures are in place to prevent underage drinking and overconsumption.
- All staff and volunteers involved in the sale or service of alcohol must receive appropriate training and guidance and be approved by the Centre Manager or Deputy Centre Manager who are authorised by the Board of Trustees to make this decision.
- The Centre Manager is responsible for maintaining a record of staff and volunteers who are approved to sell or supply alcohol as well as a record of events for which the sale or supply of alcohol is approved.
- The Centre Manager is also responsible for maintaining a record of any incidents of note involving the sale or supply of alcohol, and details of any refusals by staff or volunteers to sell or supply alcohol.
- The Manager's Report to each Trustees Meeting will include a summary of any new individuals approved to sell or supply alcohol, forthcoming events where the sale or supply of alcohol has been approved, and any incidents of note or refusals to sell or supply alcohol.
- In the event of any disagreement between the Centre Manager and the Board of Trustees, the decision of the Chair of Trustees will be final.

7.0 Behaviour and Conduct

- Disruptive, aggressive, or antisocial behaviour associated with alcohol consumption will not be tolerated.
- Individuals who are deemed to be intoxicated may be asked to leave the premises.
- The Community Centre management reserves the right to refuse entry or service to anyone suspected of being under the influence of alcohol.

8.0 Health and Safety

- Staff, volunteers, hirers and event organisers must ensure that any licensable activity complies with the terms of the SPCA Health and Safety Policy.

9.0 Advertising and Promotion

- Alcohol will not be promoted or advertised in a manner that encourages excessive or irresponsible consumption.
- All promotional materials must comply with the relevant advertising standards and codes of practice.

10.0 Breach of Policy

Any breach of this policy may result in disciplinary action, withdrawal of booking privileges, or other appropriate measures. Serious breaches may be reported to the relevant authorities.

11. Review

This policy will be reviewed annually or as required to ensure ongoing compliance with legislation and best practice.

12. Contact

For further information or clarification regarding this policy, please contact the Community Centre management team.

Adopted Date	12.1.2026
Review Date	12.1.2027
Sign on behalf of SPCA	<i>Audrey Gordon</i>