

VENUE ALCOHOL POLICY FOR ORGANISERS AND EXHIBITORS

IT IS THE RESPONSIBILITY OF THE EVENT ORGANISER TO INFORM ALL THEIR EXHIBITORS OF THIS POLICY.

The sale and supply of alcohol is controlled under the Licensing Act 2003. To comply with the premises license, there are rules set out by the local licensing authority and the HCC Designated Premises Supervisor who is responsible for ensuring HCC's compliance with the Licensing Act 2003.

This alcohol policy applies to any situation alcohol is distributed to delegates, visitors or exhibitors within the venue.

Sampling of alcohol is also regulated under the Licensing Act 2003.

Alcohol supplied above sampling sizes for immediate consumption will be subject to venue corkage charges.

Wherever possible, HCC supply alcohol through our in-house catering Matcham's to ensure compliance with the Licensing Act 2003 and the HCC Premises License.

If you wish to supply your own alcohol at the event for immediate consumption, please complete the Alcohol Supply Request Form, including all details and attachments and return to HCC for consideration.

If you wish to sell alcohol (for offsite consumption only) you must demonstrate there is a valid reason relevant to the exhibition profile when submitting the request form.

Alcohol Supply Request Forms must be submitted to HCC no later than 4 weeks prior to the show open date.

Failure to submit the request form or notify the venue in advance will result in the refusal to serve alcohol and, depending on the severity of the breach confiscation of alcohol products or ban from site.

Where requests are approved, a charge will be payable to HCC to cover costs of administering and monitoring compliance with the Licensing Act 2003 (including any inspections and advice). HCC will notify you of the relevant charge which must be paid in advance of the event.

Further information can be found in the [AEV eGuide](#).

The following is mandatory:

- It is a Mandatory requirement that any exhibitor supplying alcohol on stand has a Personal Licence Holder present for the duration of the show.

- HCC’s decision to grant or deny permission is final and no correspondence will be entered into.
- The retail sale of alcohol by the glass or by the sample for immediate consumption is not permitted.

ALCOHOL SUPPLY REQUEST FORM

Event	
Dates	
Stand Number	
Hall	
Company Name	
Contact Name	
Address	
Telephone	
Email	
Company registration number	

ALCOHOL TO BE PROVIDED

1. **Sampling** (please specify) Please note that samples should be no more than:

Beer/Cider/Lager/Alco pops	50ml	
Wine / Champagne	25ml	
Spirits	5ml	

2. **Supply for immediate consumption** (please give details of products, quantities you wish to bring and how you will serve, including measures).

3. [] **Retailing by the bottle for offsite consumption** (please give details of the product and quantity below and the valid reason relevant to the event profile)

Under the Licensing Act 2003 the designated premises supervisor is responsible for any activity involving alcohol that takes place on the HCC site. As such please take the time to familiarise yourself with the following legal conditions that will be imposed should you decide to proceed

In order to allow you to supply alcoholic beverages during the open period of the event and to comply with the Premises License at the HCC, you hereby agree:-

1. To comply and to ensure that your employees comply with any instructions (whether oral or in writing) of the Designated Premises Supervisor or their representatives either before or during the event open period.
2. To comply with all relevant guidance set out in the AEV eGuide.
3. You will ensure that all of your employees, agents or representatives do not supply any alcohol to:-
 - Any person who is under the age of 18 Years (Designated Premises Supervisor may, at their sole discretion, raise this age limit to 21 years of age).
 - Any person who appears to be under the age limit unless photographic proof of age can be produced via the Challenge 25 Policy.
 - Any person who appears to be under the influence of alcohol
4. That all persons serving and supplying the alcohol on your behalf will be over 18 years of age (and are able to produce photographic proof of age to this effect if requested by the designated premises supervisor or their representatives).
5. That all persons serving and supplying alcohol on their behalf do not carry out, arrange or participate in anything which may be considered irresponsible promotion of alcohol such as:
 - Games or other activities which require or encourage individuals to drink a quantity of alcohol within a time limit or drink as much alcohol as possible.
 - Condone, encourage or glamorise anti-social behaviour or refer to the effects of drunkenness in any favourable manner.
 - Dispensing alcohol directly by one person into the mouth of another.
6. To display a Challenge 25 sign on your exhibition stand during the exhibition open periods if you are sampling or retailing for offsite consumption.

7. That alcohol samples must be personally handed to show visitors and alcohol samples cannot be freely collected by anyone

For the avoidance of doubt, authorisation granted to sell or supply alcohol may be revoked at any time at the absolute discretion of the Designated Premises Supervisor and will be revoked immediately upon the breach by you of any provision of this agreement and/ or any relevant licencing legislation including, for the avoidance of doubt, the Licensing Act 2003)

No request for the supply of alcohol will be deemed accepted and authorised until written confirmation is provided by the Designated Premises Supervisor or their representative from Harrogate Convention Centre.

HCC will provide a Challenge 25 sign (A4) which must be displayed on your stand at all times. You must print the authorisation form and produce it when requested at any point.

[] I understand it will be a mandatory requirement of Harrogate Convention Centre that each stand supplying alcohol has a personal licence holder present for the duration of the show.

[] I accept these terms and conditions and declare that I am a duly authorised signatory of the exhibitor on whose behalf I sign this contract.

Full Name:

Signature:

For and on behalf of

(Company):

Copy of personal licence enclosed [Y] / [N]

Please return this form to:

exhibitionservices@harrogateconventioncentre.co.uk

HCC use only

Date of application	
Authorised	
Authorisation ref number:	

FREQUENTLY ASKED QUESTIONS**A. Which premises license does my event operate under?**

Your event operates under the Harrogate Convention Centre Premises License.

B. Can I get my own temporary events license?

Yes, you can apply to North Yorkshire Council for a temporary license. You should allow several months to complete this. Your event license will have the same mandatory conditions that HCC's Premises License has, these are set by North Yorkshire Council and North Yorkshire Police.

C. My event is free entry, and drinks are given away for free so there is no retail sale.

The position of North Yorkshire Council Licensing and North Yorkshire Police is that all activity at Harrogate Convention Centre falls under retail sale. The organiser pays a license fee to HCC for the event space and exhibitors pay organiser for stand space, so this constitutes retail sales.

D. Organisers have little control over stands giving away alcohol and sometimes do not know about it.

Alcohol licensing matters are between the venue and each stand serving or wishing to serve alcohol. Permission is granted by HCC directly to each stand and HCC will directly prohibit stands serving alcohol if they do not have permission. The event manager will of course communicate with the organisers of the event.

E. My event is trade only and is free entry.

See response to question C.

F. My event has stands which sells alcohol to visitors for consumption off the premises, is this allowed?

Yes, this is allowed as it is relevant to the exhibition profile. Exhibitors must complete the request form.

G. Can an organiser act as the personal license holder for all of the exhibition stands serving alcohol?

No, it is a mandatory requirement of Harrogate Convention Centre that each stand has a personal license holder present for the duration of the show.

H. What if a stand is found to be serving alcohol without permission?

The stand will be visited by HCC and prohibited from serving alcohol. Should the stand ignore this prohibition, HCC reserves the right to confiscate the alcohol, close the stand, and eject the exhibitors from the venue.

I. If a stand has not completed the request form and been granted permission in advance, could they submit this request during build-up?

On rare occasions at the express permission of HCC, requests may be made during the build-up period of the event and may be granted permission at short notice providing the conditions of the policy are met.

J. Can anyone other than Harrogate Convention Centre grant permission to serve alcohol?

No. If your event is operating under Harrogate Convention Centres premises license, only HCC may grant permission.

K. If I purchase the alcohol from HCC / Matcham's, does there still need to be personal license holder on the stand?

No. The alcohol sale from HCC to you will be authorised by a member of HCC staff who holds a personal license. By completing the alcohol supply request, you agree to abide by all the conditions when distributing this alcohol. Just purchasing alcohol from HCC / Matcham's is not authorisation to supply alcohol, you also need to complete the request form.

L. Can I get a bar for my stand from HCC / Matcham's?

Yes, you can purchase a complete bar service with stock and staff from HCC. This is the easiest option as HCC supply the personal license holder and adhere to all conditions of the license meaning exhibitors do not have to.

M. Why do we have to follow this policy?

Harrogate Convention Centre have a legal obligation to ensure compliance with the Licensing Act 2003 and Health and Safety at Work etc. Act 1974.

N. Can I employ the services of one personal license holder to oversee the whole event?

No. It is a mandatory requirement of Harrogate Convention Centre that each stand has a personal license holder present for the duration of the show.

O. Can I appeal if permission is refused?

No. With ultimate responsibility for the premises license, HCC's decision to grant or deny permission is final.