

ISC Temporary Event Notice, T-E-N
(Function Extension)
Application – Please complete A or B below

Read guidelines overleaf or Handbook Section 2.10 - 2.16

Title and Date of Function

A. Extension until Midnight (Approval by Commodore)

I understand Last Orders is at 23:40 (11.40pm)

I understand that the public rooms have to be clear by midnight (00:00)

Signature

Print

T-E-N No

Organiser/Applicant (Print)

Tel:

Address:

e-mail:

Approved by Commodore

Signature

Sir Malcolm Green Date:

B. Extension after Midnight

Approval by Chichester District Council - Application from Secretary to be with CDC and Chief of Police at least 10 working Days before.

A. Function Start Time:

H. Total Number:

B. Function Finish Time (TEN):

I. Alcohol Licence:

C. Bar Closing Time:
(TEN) minus 30 minutes

D. Public Rooms Vacated by:
Must be same as B (TEN)

J. Regulated Entertainment:
(Disco etc)

E. Enclose cheque for £25:

F. Number Guests:

K. Late Night Refreshment:
(Hot food/drinks after 11pm)

G. Number Staff:

I understand that the Bar will close at (C)

I understand the Public Rooms are to be vacated by (B) & (D)

Organiser

Signature

Print Name

Date

RCA/Sec

Signature

Date

Licensing Extensions

2.9 Standard bar closing times are highlighted in the Section on 'Bar and Buttery Opening Hours'. Essentially closing is 23:00 on weekdays and 22:30 on Sundays. Should an extension to midnight be required the written permission of the Commodore himself is required (Form overleaf). This cannot be delegated. The form overleaf should be completed and returned to the Office two weeks before the function.

2.10 Should an extension after midnight be required the Office should be informed in writing (and/or using Form overleaf). (Those organising private functions should enclose a cheque for £25 made payable to Itchenor Sailing Club). This must arrive at least two working weeks before the event so that it can arrive with Chichester District Council at least ten working days before the event. If this deadline is not met an extension cannot be granted. Neither is there any guarantee that the extension will be authorised by the Council. The License fee is not refundable.

Licensing Guidelines

2.11 Whilst the new Licensing Laws are more liberal as far as opening times they are much more strict with regard to people under 18 and the penalties for the seller or supplier are far more stringent if there is a violation.

2.12 The key points are that a licence is required for:

- (1) The selling or supply of alcohol.
- (2) Regulated Entertainment (i.e. disco, band, karaoke, and singing). All regulated entertainment (disco/music/singing/karaoke) at the Club is to cease at 23:45 regardless of extensions to the licence.
- (3) The provision of late night refreshment (i.e. hot food and coffee/tea between 2300 and 0500).

2.13 Therefore if alcohol, hot drinks, food or regulated entertainment (e.g. disco) are required after 23:00 then the Commodores express permission is needed to continue until midnight and thereafter Licensing Authority approval must be sought.

2.14 There is **no 'drinking up'** time in the new Laws. The stipulated licensed time is the time when the premises (in this case public rooms) must be vacated. For example if successful in an application for an extension until 01:00 then the bar, kitchen and dining rooms must be clear of guests by 01:00. In this case organisers would be advised that 'last orders' is half an hour before the stipulated licensed time i.e. 00:30. The bar will shut at that time allowing guests half an hour to 'drink up' and **vacate** the public rooms by 01:00.

2.15 Many of the breaches in Licensing Laws are criminal offences. Selling alcohol after the time at which the premises are licensed will attract a 6 month prison sentence and a £20,000 fine for the vendor. Selling alcohol to an individual under 18 years old will attract a fine of £5000. An individual under 18 years old attempting to buy alcohol can be subject to a fine of £1000 and the vendor will be fined £5000. Breaches of any of these laws will also attract a licence suspension for the Club for up to 6 months.

2.16 Alcoholic beverages **must not** in any circumstances be sold or supplied to members or guests **under 18 years of age**.