

## **APPLICATION FOR A VARIATION TO PREMISES LICENCE**

Dear Ms Stalibrass,

We write to inform you of the intention to vary our existing Premises Licence to include the sale of alcohol. Set out below is a description of how the sale of alcohol will be undertaken and managed on the premises of Melbourn Community Hub, and how responsibility for this process will be carried.

In the future, as during past years, it is the intention to offer alcohol for sale at various community events planned in advance and normally advertised prior to the date. Examples are community craft fairs, lunches and events connected with celebration dates such as Mother's Day and Valentines Day. The sale of alcohol would also be considered when clients hiring room space specifically requested this. In addition, it would be the intention to occasionally offer alcohol as an option on special, but less high profile occasions, such as 'Cream or Afternoon Teas' and similar situations.

It is not the intention to have alcohol on sale on a daily basis, so that the Melbourn Hub becomes a place for drinking routinely.

To ensure that no alcohol is sold to minors (persons under 18) we will be using the Challenge 25 posters and checking process. We will display the Challenge 25 posters and the Tent Card. Staff will be asked to request proof of age if there are concerns with a customer's age.

At every event there will be a member of the (MG) on duty for the entire duration when alcohol is being served or sold. The structure for events hiring of the community centre is one of a managed hire, by which we have a paid/trained member of staff or a board member in the building at all times when hired and when the sale of alcohol was planned.

Glass will only be used if the event is confined to the inside of the building. Plastic glasses will be used when the event is both inside and outside on the lawned area to the front of the building.

There is not an intention to allow alcohol to the rear of the building area.

The entire building is controlled by CCTV (16 cameras, all infrared, 9 cameras on the outside and 7 inside) and recorded onsite. The recordings are kept for approximately 21 days before being overwritten.

We trust this letter has sufficient explanation as to our intent. If further details are required please do not hesitate to contact us.

Yours sincerely,

(on behalf of Melbourn Community Hub management Group)