



# KING EDWARD HALL

LINDFIELD, SUSSEX RH16 2HH

*Please reply to:*

*Mrs Tracy Ely, The Coach House, Graveley Lane,  
Lindfield, West Sussex RH16 2SL  
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## ALCOHOL LICENCES

If the event you have booked involves the sale of alcohol (this also includes cases where alcohol is provided free of charge but a charge has been made for entry) it is a licensable event.

King Edward Hall has a Premises Licence which includes a Liquor Licence. If you want to sell alcohol the Hall has to have a Designated Premises Supervisor (DPS) on the premises. Trevor Allen of the Lindfield Club is the King Edward Hall DPS. Whilst it will not be necessary for you to arrange an individual licence, you will need to submit an application to King Edward Hall for a licensed bar when this facility is required at an event taking place in the premises. This agreement is required in addition to our Booking Confirmation form. The person signing these forms must be present at the times alcohol is sold.

### **The following conditions must be adhered to:**

1. No person under the age of 18 years is permitted to supply, purchase or consume alcohol on the premises. Individuals who appear to be under 18 years of age will be asked to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.
2. Where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
  - a. Beer or cider: ½ pint;
  - b. Gin, rum, vodka or whisky: 25ml or 35ml; and
  - c. Still wine in a glass: 125ml; and
  - d. Customers are made aware of the availability of these measures.
3. King Edward Hall adopts a Challenge 25 Policy. Signage advertising the 'Challenge 25' policy must be displayed in prominent locations in the premises.

Should you wish to discuss an application for a licensed bar please contact Trevor on 01444 482369.

Tracy Ely  
Hon. Bookings Secretary