**[INSERT EVENT]**

**Alcohol and Drug Management Plan**

**Occasional/Premises Licence –**

**Date :**

**Time :**

**Location :**

**Sections 1-19 are provided as guidance and should be modified to suit your event.**

1. Alcohol will only be sold under and in accordance with any Occasional/premises Licence granted by East Lothian Licensing Board.
2. The after named who is the holder of a personal licence will be responsible for authorising the sale of alcohol at the event.

**Licence Holder -**

**Tel No.**

1. In the event of some unforeseen circumstances that results in [INSERT LICENCE HOLDER NAME] not being available, a suitable replacement person who holds a current personal licence will be present at the event and will assume the responsibility for authorising sales of alcohol.
2. No alcohol shall be allowed to be removed from the licensed area.
3. All alcohol sold for consumption on the licensed premises must be supplied in plastic drinking vessels or decanted into a plastic drinking vessel (IF APPLICABLE).
4. The extent of the outdoor licensed area will be clearly delineated by a secure fixed barrier of at least 2m in height. This barrier should be screened and all emergency exits points must be permeant manned at all times by and SIA steward or suitably trained person.
5. All points of entry and exit to and from the licensed area will have at least one conspicuously displayed notice which is at least A4 in size making it clear that no alcohol sold for consumption on the premises is to be removed from the licensed area.
6. No alcohol shall be allowed to be removed from the licensed area.
7. Only alcohol that has been sold at the event in accordance with an occasional licence will be allowed to be consumed within the licensed area.
8. No person who is drunk or under the influence of drugs, or who appears to be so will be allowed to enter or remain in the licensed area.
9. A suitable age verification policy is to be held on the Licensed Premises and made available for inspection prior to and during the event (detailed below).
10. Wrist band conditions – [INSERT IF APPLICABLE]
11. All staff authorised to make sales of alcohol, or other persons responsible for controlling entry to the licensed area will be briefed or trained in relation to safe service of alcohol. A record of this training and the list of persons trained will be retained on the licensed premises and made available for inspection by the Police and Licensing Standards Officer during the event (see Staff training policy below).
12. The event area will be supervised by a suitable number of SIA Licensed Stewards/Stewards. The number of Stewards will be decided by the organising committee, in consultation with the Police, Licensing Standards Officer and security company if utilised (see SIA policy below).
13. All SIA Stewards will be properly briefed in relation to the content and conditions of the licence, in particular the local conditions.
14. The use of controlled drugs will not be tolerated. Any person found to be using or under the influence of controlled drugs will be asked to leave the event (see drugs policy below).
15. No person who is drunk or under the influence of drugs, or who appears to be so will be allowed to enter or remain in the licensed area. Anyone ejected from the event will not be permitted re-entry.
16. Should any person be refused entry, found within or ejected from the event due to alcohol intoxication or heavily under the influence of other substances, appropriate provisions and care must be provided through first aid services and/or emergency services.
17. Prior to the event all staff and volunteers will be briefed as to the contents of this Alcohol and Drugs Management Plan and a record of this briefing will be prepared and retained at the site for the duration of the event and must be available for inspection by the Police or LSO.
18. **Overall control of the event will be in the hands of**

|  |  |
| --- | --- |
| Name of Organisers and Responsible Person |  |
| Registered Address |  |
| Contact Numbers  (including any mobile number) |  |
| Email Address  (use block capitals) |  |

1. **General Authorisation of Sale of Alcohol**

Provide details of the individual who will be authorising the sale of alcohol:

|  |  |
| --- | --- |
| Name of Individual |  |
| Address |  |
| Contact Numbers  (including any mobile number) |  |
| Email Address  (use block capitals) |  |

|  |
| --- |
| Personal Licence Holder Details |

|  |  |
| --- | --- |
| Name of Issuing Authority |  |
| Personal Licence Number |  |
| Date of Expiry of Licence |  |
| Copy of Personal Licence attached | Yes/No |

**Provide a brief description of how the bars will operate** i.e. will the alcohol be sold via tokens or cash bar, wristband being used, what size of measures will be sold, alcohol will be decanted into plastic glasses, queuing system, display of mandatory signage Section 110 Notice and Age Verification Policy etc, Alcohol sold will comply with Minimum Unit Pricing of Alcohol, drinking water will be available free of charge etc.

|  |
| --- |
|  |

1. **Staff Training Details**

Provide details of training any staff and/or volunteers recruited for the event will receive either prior to the event or on the day itself:

|  |
| --- |
|  |

1. **Policies**

**Age Verification Policy**

Provide details on the age verification policy that is in place:

|  |
| --- |
|  |

**Refusal Policy**

Provide details on the refusal policy that is in place:

|  |
| --- |
|  |

**Drugs Policy**

Provide details on the Drugs Policy that is in place:

|  |
| --- |
|  |

**Dispersal Policy**

Provide details on the Dispersal Policy that is in place:

|  |
| --- |
|  |

1. **Alcohol Outlet(s)**

State names of bars if names i.e. main bar, hospitality bar etc

**Bar –**

|  |  |
| --- | --- |
| Name of Person Responsible on the day |  |
| Telephone/Mobile Number |  |
| Brief Description of Roles and Responsibilities |  |
| Does the individual hold a Personal Licence? | Yes/No |

|  |
| --- |
| If so, provide details of Personal Licence |

|  |  |
| --- | --- |
| Name of Issuing Authority |  |
| Personal Licence Number |  |
| Expiry Date of Licence |  |
| Copy of Personal Licence attached | Yes/No |

**Use Appendix 1 if more there are any more than one outlet.**

1. **SIA Security Details**

Provide Details of company who is providing security

|  |  |
| --- | --- |
| Name of Company/Individual providing Security |  |
| Registered address |  |
| Contact telephone number |  |
| Brief Description of Roles and Responsibilities |  |
| How many Stewards will be provided for the event? |  |
| How many are SIA Registered |  |

Provide details on the Stewards communication and if they will be stationed at the alcohol outlets:

|  |
| --- |
|  |

**Licensing Objectives**

The 5 licensing objectives will be upheld as follows:

|  |  |
| --- | --- |
| Objective | Practical measures to comply with this objective |
| Preventing crime and disorder |  |
| Secure public safety |  |
| Prevent public nuisance |  |
| Protect public health |  |
| Protect children and young persons from harm |  |

**Appendix 1**

State names of bars if names i.e. main bar, hospitality bar etc

**Bar –**

|  |  |
| --- | --- |
| Name of Person Responsible on the day |  |
| Telephone/Mobile Number |  |
| Brief Description of Roles and Responsibilities |  |
| Does the individual hold a Personal Licence? | Yes/No |

|  |
| --- |
| If so, provide details of Personal Licence |

|  |  |
| --- | --- |
| Name of Issuing Authority |  |
| Personal Licence Number |  |
| Expiry Date of Licence |  |
| Copy of Personal Licence attached | Yes/No |

**Bar –**

|  |  |
| --- | --- |
| Name of Person Responsible on the day |  |
| Telephone/Mobile Number |  |
| Brief Description of Roles and Responsibilities |  |
| Does the individual hold a Personal Licence? | Yes/No |

|  |
| --- |
| If so, provide details of Personal Licence |

|  |  |
| --- | --- |
| Name of Issuing Authority |  |
| Personal Licence Number |  |
| Expiry Date of Licence |  |
| Copy of Personal Licence attached | Yes/No |

**Bar –**

|  |  |
| --- | --- |
| Name of Person Responsible on the day |  |
| Telephone/Mobile Number |  |
| Brief Description of Roles and Responsibilities |  |
| Does the individual hold a Personal Licence? | Yes/No |

|  |
| --- |
| If so, provide details of Personal Licence |

|  |  |
| --- | --- |
| Name of Issuing Authority |  |
| Personal Licence Number |  |
| Expiry Date of Licence |  |
| Copy of Personal Licence attached | Yes/No |

State names of bars if names i.e. main bar, hospitality bar etc

**Bar –**

|  |  |
| --- | --- |
| Name of Person Responsible on the day |  |
| Telephone/Mobile Number |  |
| Brief Description of Roles and Responsibilities |  |
| Does the individual hold a Personal Licence? | Yes/No |

|  |
| --- |
| If so, provide details of Personal Licence |

|  |  |
| --- | --- |
| Name of Issuing Authority |  |
| Personal Licence Number |  |
| Expiry Date of Licence |  |
| Copy of Personal Licence attached | Yes/No |