



HOMEground 2021 Alcohol Management Plan

1. Introduction

This plan aims to ensure that the events taking place on licensed premises are operated responsibly, safely and within the parameters of the law, and provide an environment for the sensible, controlled consumption of alcohol.

We are always mindful of our duty of care as a retailer of alcohol and, through training and the use of our own and trade association produced materials; we are able to implement initiatives aimed at combating underage and irresponsible drinking.

HOME are committed to operating safely and within the law. We support the four prime objectives of the Licensing Act 2003 and the New Mandatory Licensing Condition – Selling Alcohol Responsibly.

- Licensing Objectives
- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

HOME always seek to work closely and constructively with the key authorities in pursuit of these objectives. The company is committed to the responsible retailing of alcohol at the event and recognise that it is a fundamental part of what we do. HOME support the regional crime and disorder partnerships and aim to participate fully in the drive against 'binge drinking' and its related effects, as outlined in the Alcohol Harm Reduction Strategy for England.

HOME recognise that good management has a direct bearing on the security of the event and when required, we only use security staff who have gained SIA accreditation. HOME will ensure that the bar operators taking part in the event will at all times observe the law with regard to the sale of alcohol and all other products by:

- Not serving alcohol to anyone who is believed to be intoxicated;
- Not permitting promotions limited to very short periods of time such as happy hour schemes;



- Not serving customers who are believed to be under 18 years of age – nor to anyone who is suspect of passing alcohol to under 18s. If a customer looks under 25 years of age we will ask for a recognised form of ID;
- Not offering any incentives to our customers to drink irresponsibly;
- Ensuring the bars provide their staff with access to information about units of alcohol and alcohol by volume in order to provide that information to customers;
- Observing all other conditions of licensing law.
- Providing water free of charge when asked for by the general public.

Premises Address

First Street, Manchester , M15 4FN

Event Description

HOMEground will be takeover a privately owned site at First Street Manchester during 28 May – 15 Aug. The event will run for a 12 week period and will be open to the public 7 days a week. Due to the current COVID-19 situation, the event plan and layout has been created in order to be able to accommodate the relevant and necessary health and safety precautions required to run the event safely and COVID-19 compliant.

The event will focus on 3 key areas within the site which will be managed separately via different management systems to allow for the relevant safety precautions to be put in the place for each area/activity.

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- **Showground (Outdoor Theatre space)** – This is an open air theatre programmed with live theatre performances and shows throughout the event period
- **The Food and Drink Terrace** – A designated area to for eating and drinking. A number of food and drink concessions will serve food and drink for consumption on site in an outdoor restaurant style set up.
- **The Gallery** – This area is for private and corporate events only and will not be open to the general public

Timings:

Monday – Thursday: 5pm -10pm

Friday: 5pm - 11pm

Saturday: 12pm - 11pm

Sunday 12pm - 10pm

Bar Name	Bar description	Opening Times	Personal License
Main Central Bar Home/Wardleys	Beer, wine, spirits and cocktails	Same as Event times	To be supplied

2. Staff Training

HOME is committed to working with the bars that operate in a safe and responsible manner. We ask all their staff to have attended a relevant training course in relation to the supply of alcohol and sign the staff declaration form attached at the bottom of this plan.

3. Organisation

Event Organiser

The Event Organiser has overall responsibility for bar operations and strategic decision-making and specifically for liaison with the security and Premises Users (Premises License Holder).

Jon Gilchrist at HOME is a Personal License Holder and will be the designated premises supervisor for the event

SIA Security Operatives

SIA Security Operatives will be deployed and will be in place during bar opening hours. All security operatives will hold a SIA front line door supervisor License, carry a two way radio and be easily identifiable. Security duties include but not restricted to:

- Protection of property
- Protection of staff
- Protection of company income
- Maintaining public order within HOMEground demised areas
- Respond effectively to any given emergency

4. Procedures for the sale of alcohol

The management of HOME and the bars that are contracted at the event will not tolerate underage alcohol consumption and drunkenness. The following measures illustrate the procedures for the sale and supply of alcohol at the event:

- Designated Personal License holders will oversee the supply of alcohol and will be responsible for the management and implementation of the procedures in each unit;
- No alcohol will be sold to persons under the age of 18. If the customer looks under the age of 25, ID will be requested. Acceptable forms of ID are:

- Driving license
 - Passport
 - 'PASS' Prove it cards
- 'Challenge 25' signage will be prominently displayed at all points of sale where alcohol is supplied;
- Any attempted use of fraudulent ID will be reported to SIA Security Operatives for their action;
- In the interest of event safety no glass containers will be used;
- HOME and the bars we have contracted will not tolerate drunk and disorderly behaviour;
- HOME and the bars they have contracted will not tolerate rude and abusive behaviour;
- A drinks refusal register will be maintained and available for inspection i.e. attempted underage drinks purchase;
- HOME and the bars we contracted have the right to refuse the serving of alcohol at their discretion;
- Any person posing as a potential threat or otherwise to members of the public/staff will be reported to certified security personnel and where necessary reported to the Police;
 - All drinks will be served in the correct measures and in accordance with the law;
 - A copy of the premises license will be prominently displayed;
 - Drinking games are prohibited i.e. dispensing of alcohol directly into the mouth is prohibited;
 - Customers will have access to free water where reasonably practicable.

5. Weights and Measures

Drinks will be served in reusable poly container which will be put through a dishwasher on site.

Drinks will only be sold in approved measures as required by the Weights and Measures Act. These are:

- Pints, half pints (or half pint multiples) and the rarely used third of a pint for draught beer, lager and cider
- Multiples of 25 milliliters or 35 milliliters for gin, rum, whisky and vodka except when they're served as part of a cocktail
- 125 milliliters or 175 milliliters for glasses of wine

6. Mandatory Licensing Conditions – Selling Alcohol Responsibly

- Drinking games are prohibited
- Dispensing of alcohol directly into the mouth is prohibited
- Ensure that customers have access to free water

- Use an Age Verification Policy.
- Ensure that customers have the opportunity to choose small measures of beers, ciders, spirits and wine. The company will ensure that:
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:
 - Beer or cider: 1/2 pint;
 - Gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - Still wine in a glass: 125 ml and 175ml

Staff Briefing – Alcohol Sales, **HOMEground 2021**

Introduction

There are strict laws in relation to sale of alcohol and the licensing conditions contained within the Premises License.

Breaking the law can result in heavy fines and the loss of the Premises License. At the very least, in the event of the authorities discovering that you have sold alcohol to someone under the age of 18 or someone who is drunk, you could be issued with a fixed penalty fine.

All staff must be familiar with the following Alcohol Management Procedures and demonstrate full compliance at all times. An onsite staff briefing will take place to augment the procedures. It is essential that if you do not understand any of these instructions or require further information, you discuss the matter with your Staffing Manager immediately.

Authorised Alcohol sales

Your authorising premises user for this event is:

Bar 1: WARDLEYS – to be supplied

Timings – Sale of Alcohol

Weekdays: 5pm – 9.30pm (last orders). Site clearance by 10.30pm.
Weekends: 12noon – 10.00pm (last orders). Site clearance by 11pm.

Never serve alcohol outside the stated times.

Decant Policy

All drinks must be served in reusable poly container cups. All **glass products** and **cans** containing alcohol **must be decanted**, unless it's been agreed with the Management in advance of the event for a private controlled event. Non-alcoholic drinks may be sold in cans.

Refusal Register

Your manager must maintain a drinks register. Please ensure you inform them of any situations where you have been required to refuse alcohol sales i.e. attempted underage drinks purchase.

Procedures for the Sale of Alcohol

The management of HOME or the bars they contract will not tolerate underage alcohol consumption and drunkenness.

The following measures are to be adopted and any untoward situations must be reported to your superior.

- a) Designated personal license holders for each bar will oversee the supply of alcohol and will be responsible for the management and implementation of the procedures.
- b) No alcohol will be sold to persons under the age of 18. If the customer looks under the age of 25 ID, will be requested. Acceptable forms of ID are.
Driving License
Passport
PASS prove it cards
- c) 'Challenge 25' signage will prominently displayed at all points of sale where alcohol is supplied,.
- d) Any attempted use of fraudulent ID will be reported to SIA Security Operatives for their action,
- e) In the interest of public safety no glass containers will be used.
- f) HOME will not tolerate drunk and disorderly behaviour.
- g) HOME will not tolerate rude and abusive behaviour.
- h) HOME and the bars they contract have the right to refuse the serving of alcohol at their discretion.

- i) Any person posing as a potential threat or otherwise to members of the public/ staff should be reported to certified security personnel and where necessary reported to the police.
- j) All drinks must be served in the correct measures and in accordance with the law.
- k) A copy of the premises license must be prominently displayed.
- l) Drinking games are prohibited i.e. dispensing of alcohol directly into the mouth is prohibited.
- m) Customers must have access to free water. Please be aware that if a member of the public asks for free water we must provide this.

Staff Declaration

I can confirm I have received training and understand the details of the above instructions.

FULL NAME	SIGNATURE

I am satisfied that the above named persons fully understand the content of these
instruction and are competent to work as an employee of
(Insert name of bar).....

Personal License Holders:

Signature

.....

Date:.....

**Please keep this declaration form behind the bar and ensure that everyone working
has signed it and it is kept up to date as the licensing may ask to see it at anytime.**

