**Kingston Village Hall**

**Premises Age Verification Policy for Sale or Supply of Alcohol**

Name and address of premises: Kingston Village Hall

The Green

Kingston

Cambridge CB23 2NN

Name of premises licence holder:   
Kingston Village Hall Charity Management Committee

Name of designated premises supervisor:   
Kingston Village Hall Charity Management Committee

1. This policy applies in relation to the sale or supply of alcohol on these premises.
2. For this policy a responsible person is one of the following:
   * the holder of the premises licence (i.e a member of the Management Committee); or
   * a nominated adult who is considered suitable by the Management Committee to oversee the sale or supply of alcohol.
3. Staff serving alcohol on the premises must require any individuals who appear to the responsible person to be under the age of 18 years of age to produce, on request, before being served alcohol, identification bearing their photograph, date of birth, and a holographic mark.
4. Examples of appropriate identification include:
   * A photo card driving licence
   * A passport
   * A proof of age card bearing the PASS hologram
5. The premises licence holder (i.e. KVHMC) will ensure that any serving personnel are made aware of the existence and content of this policy.

To be reviewed as appropriate

Two Trustees to sign

Patricia Draper

Paul Wright

Dated: 01/03/2024