

# Cathays and Central Youth and Community Project (CCYCP) Alcohol Policy

## Purpose

The Cathays and Central Youth and Community Project (CCYCP) Alcohol Policy has been established to ensure safe and responsible alcohol consumption on the premises. This policy prioritises the welfare of users, staff, and the surrounding community by providing clear guidance, support, and understanding of the responsibilities involved. All individuals must adhere to this policy and respect the building's users, staff, neighbours, and environment.

## Scope

The CCYCP Alcohol Policy applies to all individuals, including staff, volunteers, visitors, hirers, third parties, and any other users of the Centre who are on CCYCP premises. This policy encompasses all events, activities, and bookings within the community centre, whether public or private where alcohol may be present, regardless of whether it is being sold, served, or consumed.

The policy covers the designated areas within the CCYCP premises where alcohol can be served and consumed. It also sets out the specific responsibilities and requirements for organising and participating in alcohol-related events. This policy aims to ensure that alcohol consumption is managed responsibly, aligning with legal requirements and maintaining a respectful environment for all.

## Legal Requirements

All parties and events looking to sell, serve or consume alcohol on CCYCP premises must adhere to this policy and the wider law, including but not limited to the premises act 2003.

Supplying alcohol in any way to any individual under 18 years of age is against the law and therefore strictly prohibited on CCYCP premises. Anyone found supplying alcohol to an individual under 18 on CCYCP premises will be reported to the police.

It is strictly prohibited for anyone under the age of 18 to consume alcohol at CCYCP events. CCYCP reserves the right to remove anyone under the age of 18 found to be consuming alcohol.

## General Commitments

CCYCP commits to the safe management of alcohol consumption, ensuring all events held by the Centre follow this policy and the wider law and guidance. To do this we commit to ensuring that alcohol is sold, served and consumed responsibly and respectfully of this policy and other Centre users. We commit to maintaining a safe environment at all times across all events, reserving the right to ask anyone displaying antisocial and/or dangerous behaviour to leave the premises.

In order to maintain this safe environment, no staff member or volunteer may be under the influence of alcohol while working. If any staff member or volunteer is found to be in breach of this policy, they may face disciplinary action.

As well as staff members and volunteers, any visitors or hirers suspected of breaching this policy may face actions, this includes being asked to leave the premises or forfeiting their deposit.

## Operation, monitoring, review and complaints.

### Events

Outside of designated events alcohol service, sale, or consumption is not permitted unless approved by Centre Management. Anyone found to be selling, serving or consuming alcohol outside of a designated event will be asked to leave the premises.

### Running a Bar and TEN

All events run by external parties must obtain approval from Centre Management in order to run a bar and allow the sale and consumption of alcohol. Centre Management approval in this circumstance refers to at least the Customer Manager and Centre Manager but may also include the Facilities Manager and the Board of Trustees. Once approval has been gained an external party must obtain a Temporary Event Notice (TEN) in order to sell, serve or allow the

consumption of alcohol at the event. The TEN must be displayed clearly in a place that all individuals can see whilst the event is running.

Once obtained, all third parties must comply with its terms, including hours and designated sale areas.

If a TEN is not obtained then alcohol can not be sold or served. Third parties must ensure responsible alcohol consumption with consideration for others and the environment.

## **The Law**

All third parties who have obtained a TEN and approval to run a bar must adhere to all laws relating to alcohol sale and service. If any laws or guidelines are not followed during the event; this may result in immediate event closure and/or the removal of offending individuals.

## **Regulations and Permissions**

The charity reserves the right to refuse service to anyone who appears intoxicated or aggressive. Private party bookings are not permitted to serve, sell or consume alcohol.

## **Under 18s**

Alcohol service and consumption is not permitted when any youth activity is running at the Centre, and for 30 minutes before or after any youth activity has begun or ended. Under 18s are also not allowed to drink on site at any time.

## **Alcohol consumption in areas of the centre**

Movement between rooms with alcohol containers is permitted only where those rooms are part of the same booking and have been confirmed by Centre Management. Alcohol consumption in the garden is only allowed during designated events, and this must be approved by the Customer Manager beforehand.

## **Internal events (Those run directly by CCYCP)**

Where CCYCP is running an event directly, all terms set out in this policy so far apply. Further to this, internal events may allow guests and attendees to bring their own alcohol, bought outside of CCYCP, otherwise known as bring your own booze (BYOB). Any internal event looking to allow BYOB must have this approved by management at least 1 week before the event.

In implementing BYOB, CCYCP must implement a think 25 procedure. This means that any staff working at the event must check an individual's age by asking them to present a valid form of identification to check they are over 18, where they think this individual is under 25 years of age. Anyone under the age of 18 found to be consuming alcohol, or anyone over 18 found to be supplying alcohol to those under 18 at the event will be removed from the premises.

### **Managerial Authority**

Duty managers have the right to refuse bookings or stop events at their discretion.