

**Authorisation for the Sale or Service of Alcohol**

|  |  |  |
| --- | --- | --- |
| **To be completed by the Event Organiser(s)**  *(Please note you do not need to complete this form if the event will have non-exclusive use of the bar)* | | |
| Event: | Date: | Timings:  From…………  To ………… |
| Location: | Expected Numbers: | Individual/  cost code to be charged: |
| ***Do you require beverages from the Catering Team?*** | | |
| ***Yes – If yes, please tick the items below***  ***\*No – If no, please specify what you will be serving at the end of the form*** | | |
|  |  |  |
| ***Item*** | ***Number of bottles/  quantity required*** | ***Cost per bottle/unit***  ***(completed by catering)*** |
| Smirnoff Vodka |  |  |
| Gordon`s Gin |  |  |
| Jack Daniels |  |  |
| Bacardi |  |  |
| Pimm’s |  |  |
| Dark Rum |  |  |
| Spiced Rum |  |  |
| Keble White Wine |  |  |
| Keble Red Wine |  |  |
| Prosecco |  |  |
| Champagne |  |  |
| ***Item*** | ***Number of bottles/  quantity required*** | ***Cost per bottle/ unit***  ***(completed by catering)*** |
| Juice (please specify) |  |  |
| Cans of Soft Drinks |  |  |
| Tonic Mixer |  |  |
| Elderflower |  |  |
|  |  |  |
| ***\*If you are suppling your own alcohol/ refreshments please specify what you will be serving:*** | | |
| ***Staff and Equipment*** | ***Number required*** | ***Total cost*** |
| Number of Catering staff required (1 staff member needed  per 20 delegates) |  |  |
| Glasses |  |  |
| ***Anything else required which is not on the above form (please specify and we will confirm costs)*** | | |
| ***Organisers:*** | | |
| ***Name*** | ***Signature*** | ***University Card Number*** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please return to the Domestic Bursar ([domestic.bursar@keble.ox.ac.uk](mailto:nicholas.french@keble.ox.ac.uk)).

|  |
| --- |
| **To be completed by Sarfraz Hussain (Catering)** |
| Name of Premises: KEBLE COLLEGE  Name of Personal Licence Holder: Sarfraz Hussain  Authorising the sale of alcohol -  By signing the below document, I agree to serve or sell retail alcohol for consumption on the premises during the specific times, when this establishment is open for the activities licensable under the Licensing Act 2003, whether I am on the premises or not.  Signed…………………………………. Print Name…………………………….  Date……………………………………. |

|  |  |  |
| --- | --- | --- |
| **Responsible Alcohol Sales in Keble College**  *(To be signed by the individuals serving alcohol during the event)*   * You must not sell alcohol to someone who you believe is intoxicated. * You must not sell alcohol to a colleague or someone who appears to be drunk as this increases their consumption. * You must serve the correct measures of alcohol at all times when mixing drinks. * If working in the bar you must ensure customers have access to fresh tap water. * You must not sell alcohol to any person under the age of 18. * If in doubt ask for proof of age, carefully checking their photograph and card which is produced. * No drinking games are allowed on the Premises. * No drinking promotions are allowed on the Premises. * All alcohol consumed in the bar must be from college stock. * Alcohol must only be sold in permitted measures; these measures are listed on the bar tariff. * You should be aware of the Licensing Act 2003 before signing this document.   ***www.legislation.gov.uk***  I understand all of the above points and will ensure that I abide by them. | | |
| Name (Block Capitals) | Signature | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |