



Memo

To: The Clerk to the Licensing Board
Kilncraigs
Alloa
FK10 1EB

From: Paul Fair, Licensing Standards Officer
Extension: 01259 452091
Email: pfair@clacks.gov.uk
Our Ref: PF/LSO/OL/CC0115
Your Ref: 18/00189/OCCLIC
Date: 10 May 2018

**Licensing (Scotland) Act, 2005, Section 57(3)
Occasional Licence Application – Menstrie Bowling Club
Menstrie Gala Day, Dumyat Park, 9 June, 2018**

**THIS PAPER RELATES
TO ITEM 5 (i)
ON THE AGENDA**

1. The application relates to an annual Gala Day which takes place in the grounds of Dumyat Park, Main Street Menstrie. The event is organised by a Gala Committee.
2. This year for the first time the Committee have outsourced the bar arrangements for the event to Menstrie Bowling Club.
3. The application seeks to licence a pop up gazebo measuring 8 metres by 4 metres and an outdoor drinking area connected to the gazebo. The intended outdoor area measures approximately 10 metres by 6 metres. This gazebo will be located in South East corner of Dumyat Park, Main Street, Menstrie, close to the premises occupied by Menstrie Bowling Club.
4. The application seeks consent to sell alcohol for consumption solely on the licenced premises for the duration of the event which will run between 12.00pm and 6.00pm.
5. It is expected that in excess of 500 visitors will attend the event in the course of the day. The attendees will include families with children of all ages.
6. The venue suitable for an event of this nature which is also licensed by a public entertainment licence.
7. I am unaware of any matters of concern relating to this event in previous years.
8. As this is a family orientated event and the Licensing Board may wish to apply conditions to the licence which would assist in reducing any risks of conflict with the licensing objectives.
9. The applicant has been made aware of the possibility that conditions such as those suggested in appendix A would be applied by the Licensing Board. I would suggest that these conditions are necessary and expedient to reduce any potential conflict with the licensing objectives.

A. Alcohol in open glass containers, bottles or cans could be removed from the licensed area and consumed in another parts of the park,

which could result in a risk of injury to children and animals as a result of coming into contact with carelessly discarded alcohol related waste.

B The outside part of the licensed area if not clearly identified could result in confusion as to the area controlled by the Licensing (Scotland) Act 2005.

C The venue of the event **is** within the area covered by The Clackmannanshire Council Prohibition of Consumption of Alcohol in Designated Public Places Byelaws 1997. As such any alcohol consumed out with the licensed area would be consumed in contravention of the byelaws.

D Staff serving or selling alcohol at this event may have very limited experience of alcohol sales and the complex laws regulating such sales, this could result in an inadvertent however none the less unlawful action taking place.

Paul Fair

Licensing Standards Officer.

Appendix A

Suggested Conditions for Menstrie Gala Day - 9 June, 2018

1. No alcohol is to be removed from the licensed area and the licence holder must have in place suitable arrangements to ensure that no alcohol is removed from the licensed area.
2. All alcohol sold for consumption on the premises must be supplied in plastic drinking vessels or decanted into such a plastic drinking vessel. This includes drinks originally in metal cans.
3. Only alcohol sold in accordance with this occasional licence can be consumed within the licensed area.
4. The extent of the outdoor licensed area must be clearly delineated by a fixed barrier (such as a series of posts and rope) of at least 1m in height. This area must have only one point of entry and exit (not including any point of access to the indoor area).
5. The point of entry and exit mentioned in condition 4 above must have at least one conspicuously displayed notice which is at least A4 in size making it clear that no alcohol is to be removed from the licensed area at any time.
6. Prior to the commencement of licensed hours all staff working at the event in a capacity where they are selling or serving alcohol, must be properly briefed on the local and mandatory conditions of the licence, in particularly the requirements relating to the age verification policy. It will be the responsibility of the licence holder to carry out this briefing.
7. All staff who are not the holders of a personal licence must be trained in accordance with the Licensing (Training of Staff)(Scotland) Regulations 2007. A copy of their training records must be present at the event, held within the licensed area and available for productions on request of the Licensing Standards Officer.
8. A written age verification policy must be prepared by the applicant and submitted to the Licensing Board and Licensing Standards Officer at least 48 hours prior to the event. The details of this policy must be briefed to all Staff and Stewards prior to any sales of alcohol at the event being made. A copy of the policy must be kept at the bar and made available for inspection by the Police or Licensing Standards Officer.

DUMYAT PUBLIC PARK

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|-----------------|----------------|
| DATE OF EVENT | 09 June 2018 |
| LICENCE NO | 18/00189/0CCMC |
| TO POLICE & WEB | 06 April 2018 |

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NSD Report Sub 10/5/2018
J ADD MRB
PF (cash)
DT

Application for an Occasional Licence

To:

Clerk to the Licensing Board
Clackmannanshire Council
Kilncraigs
Alloa
FK10 1EB

Before Completing this Form Please Carefully Read the Guidance Notes issued along with the Application. If completing by Hand Please Write Legibly in **BLOCK CAPITALS**. In all Cases Ensure that your Answers are Inside the Boxes and Written or Typed in **BLACK INK**. Use additional sheets if necessary.

You May Wish to Keep a Copy of the Completed Form for Your Records.

| 1. Licence Details (see note 1) | |
|---|--|
| I am a :- (please tick one only) | |
| Premises Licence Holder | <input type="checkbox"/> |
| Personal Licence Holder | <input type="checkbox"/> |
| Representative of a Voluntary Organisation | <input type="checkbox"/> |
| Representative of a Members Club | <input checked="" type="checkbox"/> |
| Name and Address of Premises | MENSTRIE Bowling Club. ELMBANK, MENSTRIE. |
| Licence number and Issuing Licensing Board (if applicable) | 115. |
| Personal licence number (if applicable) Issuing Licensing Board | CC 328. |

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|--|------------|-------------------------|----------------|
| Name of voluntary organisation or Members Club (if applicable) | | MENSTRIE BOWLING CLUB | |
| Name of Personal Licence Holder and Licence No. of person responsible for authorising sales of alcohol at event (see guidance notes) | | JOAN. MCARTHUR CC328 | |
| 2. Personal Details | | | |
| Full Name | Surname | First Name | |
| | COLLIER | ALASDAIR | |
| If you are applying on behalf of a Club or voluntary organisation please state your position in that club/organisation or provide other evidence that you are authorised or entitled to apply on their behalf. | SECRETARY. | | |
| Address where ordinarily resident to be used for correspondence purposes. | - | | |
| Telephone Number | - | | |
| Email Address (if you would prefer us to correspond with you by email) | - | | |
| Age, Date & Place of Birth | Years | Date of Birth | Place of Birth |
| | | | |
| 3. The Premises (See note and answer fully) | | | |
| Description of Premises - MARQUEE IN DUMYAT PUBLIC PARK MENSTRIE, MARQUEE IS 10M x 6M. SITED ADJACENT TO BOWLING CLUB. OUTSIDE AREA 10M x 6M ENCLOSED BY FENCING WITH ACCESS POINTS. | | | |
| Full Postal Address of Premises which this Application Refers to DUMYAT PUBLIC PARK MENSTRIE | | | |

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| Description of Activities to be Carried on in the Premises (see note and answer fully) | |
| THE PROVISION OF ALCOHOL AND SOFT DRINKS WITHIN A BEER TENT AND OUTDOOR DRINKING AREA AT AN ANNUAL GALA DAY. | |
| Approximately how many persons will attend event ? | 500 |
| Will Stewards to be provided ? | Yes/No |
| Is food to be provided at the event | Yes/No |
| If Yes - please provide details | |
| CATERING WILL BE ON-SITE PROVIDING FAST FOOD BURGERS, HORDERS ETC IN AN AREA ADJACENT TO THE LICENCED AREA. | |
| 4. Duration of Licence | |
| Start Time and Date | End Time and Date |
| 12 NOON ON SATURDAY 9 TH JUNE 2018 | 6 PM ON SATURDAY 9 TH JUNE 2018 |
| 5. Alcohol Consumption | |
| Is Alcohol to be sold for consumption on the premises? | Yes/No |
| Is Alcohol to be sold for consumption off the premises? | Yes/No |
| Provide details as to hours required when alcohol will be sold on/off* the premises *delete as appropriate | |
| Times for sale of alcohol for consumption - On premises | Times for sale of alcohol for consumption - Off premises |
| 12 NOON ON SATURDAY 9 TH JUNE 2018 | 6 PM ON SATURDAY 9 TH JUNE 2018. |
| Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises | |
| NO OTHER ACTIVITIES ARE PLANNED WITHIN THE LICENCED AREA. ACTIVITIES CONNECTED WITH THE GALA DAY WILL TAKE PLACE IN THE SURROUNDING PARK AREA FOR THE DURATION OF THE EVENT. (12.00 - 18.00 HRS). | |

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| 6. Children | |
| (This section must be completed where alcohol is for sale for consumption on the premises) | |
| Are children or young persons permitted entry? <input checked="" type="radio"/> Yes <input type="radio"/> No | |
| If Yes - the remainder of this section must be completed | |
| Will Children (0-15yrs) and Young Persons (16 & 17 yrs) require to be accompanied by a parent or person over the age of 18 yrs? | CHILDREN UNDER 10 - YES CHILDREN OVER 10 - NO Young Persons - NO |
| Ages of Children of Young Persons Permitted Entry CHILDREN OF ALL AGES WILL BE ADMITTED TO THE LICENCED AREA. 0-17 YEARS | Times at which Children or Young Persons Permitted Entry THROUGHOUT THE EVENT. |
| Parts of Premises to which Children or Young Persons Permitted Entry ALL PARTS OF THE LICENCED AREA. | |
| 7. Signature and Declaration by Applicant | |
| DECLARATION | |
| IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION | |
| (Criminal Law (Consolidation) (Scotland) Act 1995 Section 44(2)(b)) | |
| The contents of this Application are true to the best of my knowledge and belief | |
| Signature | Dated 02.04.2018 |

*** Data Protection Act 1998**

The Information on this Form May be Held on an Electronic Public Register Which May be Available to Members of the Public on Request

| Checklist | |
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| I have made or enclosed payment of the fee for the application | |