Alcohol Service Application & Compliance Form
Important Information

The sale and supply of alcohol is regulated under the Licensing Act 2003. In order to ensure compliance with the Premises Licence, all individuals, businesses and organisations wishing to serve alcohol at Harrogate Fashion Week must adhere to the conditions and requirements set out by the local Licensing Authority and Harrogate Convention Centre (HCC).

The HCC Designated Premises Supervisor (DPS) is responsible for overseeing alcohol sales and supply at the venue and ensuring that Harrogate Convention Centre operates in accordance with the Licensing Act 2003 and the conditions of its Premises Licence.
For Harrogate Fashion Week, the HCC DPS has authorised the organiser to supervise and manage the supply of alcohol on behalf of the Premises Licence Holder for the duration of the Event.

All applicants must complete this form before supplying or serving alcohol at Harrogate Fashion Week. The information provided will be reviewed by the Event Organiser and, where required, referred to the HCC DPS.

---

1. Applicant Details

Company / Organisation Name

_____

Stand Number

_____

Contact Name

_____

Job Title / Position

_____

Email Address

_____

Telephone Number

_____

_____

2. Details of the Proposed Alcohol Service

Please describe the proposed alcohol service:

◯ Complimentary drinks / hospitality

◯ Champagne / sparkling wine reception

◯ Other: _____

---

3. Alcohol to be Served

Please provide details of all alcoholic products you intend to supply or serve.

Product	**Approx. Quantity**

Do you intend to supply the alcohol yourself?

- ◯ Yes
- ◯ No

If you answer Yes: Please note that supplying your own alcohol is subject to a **buyout fee of £395 + VAT**, payable to the venue's caterers, **Matchams**. An invoice will be issued in due course and the fee **must be paid in full before the Event**.

If you would like to order your alcohol through the official caterers, Matchams, please contact Amira-Jade on amirajade.thomas3@harrogateconventioncentre.co.uk

---

4. Responsible Alcohol Service

The applicant is responsible for ensuring that alcohol is supplied responsibly and in accordance with the requirements of the Licensing Act 2003 and the conditions of the Premises Licence.

Please confirm:

- ◯ Staff serving alcohol will be appropriately briefed on responsible alcohol service.
- ◯ All staff serving alcohol will be **over 18 years of age**.
- ◯ Staff will not knowingly serve alcohol to anyone who is intoxicated.
- ◯ Staff will not knowingly sell or supply alcohol to anyone under the age of 18.
- ◯ Appropriate age-verification procedures will be followed where required.
- ◯ Staff will understand and comply with any Challenge 25 or other age-verification policy in operation at the venue.
- ◯ Staff will comply with any instructions given by the HCC DPS, Event Organiser or authorised venue representative.
- ◯ Alcohol service will cease immediately if instructed to do so by the HCC DPS, Event Organiser or authorised venue representative.

---

5. Compliance & Declaration

By submitting this form, I confirm that:

◯ The information provided in this application is accurate and complete to the best of my knowledge.

◯ I understand that the supply and sale of alcohol is regulated by the Licensing Act 2003 and is subject to the conditions of the relevant Premises Licence.

◯ I agree to comply with all applicable licensing requirements, HCC requirements and instructions issued by the HCC DPS, Event Organiser or authorised venue representative.

◯ I understand that approval of this application may be subject to further information, conditions or amendments being required.

◯ I understand that approval to provide alcohol may be withdrawn if the agreed arrangements or licensing requirements are not complied with.

◯ I understand that the Event Organiser and HCC reserve the right to require alcohol service to stop where necessary to maintain compliance with the Premises Licence, licensing legislation, health and safety requirements or the proper management of the Event.

Name: _____

Position: _____

Company / Organisation: _____

Signature: _____

Date: _____