

# Alcohol policy for clients & customers.

# Rooms.

**Effective from:** October 2025

**Applies to:** All clients, guests, and event organisers using Rooms

## Overview

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Rooms is a licensed premises operating under the Licensing Act 2003. To ensure compliance with the law and maintain a safe, enjoyable environment for all, this policy governs the sale, supply, and consumption of alcohol on the premises.

## Alcohol Provision

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- All alcohol consumed at Rooms must be purchased from Rooms.
- Guests and clients are not permitted to bring their own alcohol onto the premises under any circumstances, unless express written permission has been granted (see Exceptional Circumstances).
- Rooms operates a fully licensed bar service, staffed by trained and authorised personnel in accordance with its premises licence.

### Alcohol On Sales Times (as per licence):

- **Monday to Friday:** 12.00 (noon) – 23.00
- **Saturday:** 11.00 – 23.00
- **Sunday:** 12.00 (noon) – 22.00

Alcohol will not be sold or supplied outside these hours.

## Exceptional Circumstances

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- In cases where alcohol is central to the event (for example, beer festivals, wine tastings, or product launches), Rooms may give written permission for the client to supply or sell alcohol. This is decided on a case-by-case basis and is at the discretion of management.
- This must be agreed in writing at the time of booking with the venue manager.
- Any such arrangement will be subject to:
  - Compliance with Rooms' licence conditions and the Licensing Act 2003
  - Prior approval by the Designated Premises Supervisor (DPS) or Venue Manager
  - Adequate supervision and control of alcohol service by the event organiser
  - If the event is expected to exceed 100 attendees, the hirer must provide SIA-licensed security staff, with proof of accreditation and staffing levels approved in advance by Rooms management.

## Unauthorised Alcohol

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Any client, guest, or organiser who brings alcohol onto the premises without written permission will:

- Be asked to remove the alcohol or leave the premises immediately
- Not receive a refund for the event or booking.

## Responsible Drinking and Noise Management

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Rooms is committed to upholding the **four licensing objectives** set out in the Licensing Act 2003:

1. Prevention of crime and disorder
2. Public safety
3. Prevention of public nuisance
4. Protection of children from harm

In support of these objectives:

- Staff are trained to recognise and refuse service to anyone who appears intoxicated or is behaving aggressively.
- Alcoholic drinks may only be consumed in designated areas of the premises.
- Guests must not take open containers of alcohol outside the premises. All events must be conducted with respect for neighbouring properties and the local community. Organisers must ensure guests do not cause noise disturbance or nuisance when entering, leaving, or gathering outside the venue.
- Music levels and sound equipment must be controlled so that noise is kept within acceptable levels, in accordance with local authority guidance.
- Organisers are responsible for ensuring that taxis, transport, and guest departures take place quietly and respectfully.
- Rooms reserves the right to stop alcohol service or end an event early if behaviour, intoxication, or noise levels risk breaching any of the licensing objectives.
- Water will always be made available to clients with no charge.

## Acceptance

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By confirming a booking with Rooms, all clients and organisers agree to comply with this Alcohol Policy.