



## 18<sup>th</sup> Birthday Parties Guidance for Licensees

If you are planning on allowing 18<sup>th</sup> Birthday parties at your venue there are some things you may wish to consider before doing so:

- How will you ensure all persons trying to buy alcohol are 18 or over?
- Will you allow anyone under the age of 18 to attend; if not, how will you ensure everyone attending is of age?
- If under 18s are permitted to attend, how will you make sure persons over 18 are not buying alcohol for consumption by minors?

These are very serious issues, and something we strongly recommend you think about before allowing 18<sup>th</sup> Birthday parties on your premises. It is your responsibility to ensure all staff are trained in dealing with children appropriately on the premises.

Below are some things that are recommended you put into place on your premises, particularly if you are allowing 18<sup>th</sup> Birthday parties:

1. Challenge 21 scheme/ proof of age signage displayed in view of the bar and all customers.
2. Ensuring staff request identification before the sale of alcohol is permitted, or in some cases, before entry to the premises is permitted.
3. Have a Safeguarding children process in place explaining how you will deal with youngsters on your premises, including a named person for dealing with allegations of abuse by a child.
4. Have a signed contract between the parent/young person and the DPS to ensure the young person knows what is expected of them (i.e. not consuming or purchasing alcohol if under 18, or not purchasing alcohol for minors if over 18).
5. Ensure staff coming into contact with children (i.e. Bar Staff) take Criminal Record Checks before you allow them to work at your premises or at 18<sup>th</sup> Birthday parties.
6. Keep a log book of anyone you have refused entry to or refused alcohol sales to.
7. Employ enough staff to monitor the premises when the event is taking place.
8. Have a good CCTV recording system in place.

It is important to state that if you are not entirely confident that all of the above can be adhered to on your premises, it is strongly advised that you do not have 18<sup>th</sup> birthday parties to take place on your premises.

If you would like any further advice or guidance or would like helping to implement some of this advice, please do not hesitate to contact Hayley Owen on 024 7683 3443 or at [hayley.owen@coventry.gov.uk](mailto:hayley.owen@coventry.gov.uk).