

## ANNEX 3

### Headlands Farm Coffee Shop Events Plan

This document is to assist with providing information for the alcohol licence application and what we, (Headlands Farm Coffee Shop) plan to use it for. This is a working document with regards to planned / booked events may change.

#### **Private Event**

This is an event paid for by a private booking. Use is limited to the private event only. Limited seats, pre-bookable only.

#### **Community / Public Event**

An event run by Headlands Farm Coffee Shop for the local community / public.

**Pre-bookable** events limited capacity in conjunction with the event type.

**Public** events limited to Coffee Shop capacity and where possible run in conjunction with our charity partner.

#### **Previous events held;**

##### **Floral arrangement evenings (private)**

Floral arrangement evenings (6 to date) have run from 7pm to 10pm week nights. They have run with 10 people (8 customers, 2 staff). Prebooked seats with Headlands Farm Staff manning the evening.

**Post event note** - all drove to the event and parked on site. Left at 9.45 pm.

Positive evening, future events need more cake options and option for sparkling wine.

##### **Business meeting (private)**

Business meeting for 14 people held between 4 - 6pm. We supplied food and cake and this was manned by 2 members of Headlands Farm staff.

**Post event note** – good dairy and gluten free food options. Photos to be taken to be shared on social media to advertise the offering.

##### **Christmas Tree Weekends (public)**

Last weekend in November and all weekends in December leading up to Christmas. The Coffee Shop sold refreshments including mulled wine to customers before/after their Christmas Tree Experience. A Temporary Events Notice was used to cover the sale of alcohol during these weekends.

**Post event note** – in future offer warmed cider and warmed apple juice for children.

The Coffee Shop extended the stay of customers at Headlands Farm who enjoyed lunch / refreshments alongside the tractor rides and Christmas tree collection, adding another element to an already established local Christmas Tradition (over 25 years), for those that attend.

## **Future / planned events;**

### **Mother's Day floral evening (private)**

24<sup>th</sup> March and 31<sup>st</sup> March. Booking limited to 4 couples plus two staff. Booker has asked us to include cold buffet and/or a sparkling wine afternoon tea style buffet. Inside.

### **Bar-B-Que / Hog Roast (community, public)**

Monthly afternoon in the summer months (as defined in conditions, p4) to 6pm on a Saturday. Advertised and organised by Headlands Farm. Advertised on local social medias and will be held inside/outside. Hog/BBQ to be cooked outside in the coffee shop garden.

### **Arts & Craft evening (community, pre-booked)**

Pottery painting, calligraphy, macrame. Advertised on local social medias. Inside event. Food, hot drinks and sparkling wine to be included in the ticket price.

### **Easter Floral evening (private)**

Date to be confirmed. Please see previous floral booking details.

### **Baby Showers (private)**

2 separate events to date. From 4.00pm to 6.00pm. A cold food buffet, cakes, hot and cold drinks included in the price. Have been asked to include prosecco. Inside

### **Spanish evening (community, pre-booked)**

Fresh Kitchen Cookery School will cook paella for prebooked guests only. 2 members of Headlands Farm staff. Paella will be cooked in the under-cover outside seating area and doors will be open to allow people to sit outside and in. Red wine to compliment the theme. Date tbc, Summer months, until 9.00 pm. Initially one date.

### **Indian evening (community, pre-booked)**

Fresh Kitchen Cookery School will cook curry and accompaniments for prebooked guests only. 2 members of Headlands Farm staff. Curry will be cooked in the under-cover outside seating area and doors will be open to allow people to sit outside and in. Wine and ale to compliment the theme. Date tbc, Summer months, until 9.00 pm. Initially one date.

### **Summer wreath making evening (private)**

Date to be confirmed. Please see previous flower events for booking details.

### **Pumpkin Flower arranging (private)**

Date to be confirmed. Please see previous floral events for booking details.

### **Christmas Wreath 2022 evening (private)**

See previous event for running times. Mulled wine and Baileys coffee/hot chocolate with slices of cake to be offered.

**Community Carols (community, public)**

December evening held outside on the Coffee Shop patio, around a Headlands Farm Christmas Tree. Carols, mulled wine, warm apple juice, warm cider to be sold. Date tbc, timings 6-7pm.

**Book Launch (Private)**

Date to be confirmed. Cold food buffet, alcohol option to celebrate the launch of a book from a local publisher / writer.

**Within Coffee Shop hours (Public, 8.30am – 4.30pm):**

Auction (Church based) – Approached by Deacon Paul and Mary to host their handmade items to be auctioned for charity. Details to be confirmed.

Afternoon tea – pre-bookable (7 days in advance). Prosecco to be offered.

Summer months – Coffee Shop to remain open on a Friday and Saturday evening until 6.00pm. Hot food and hot drinks served to customers with the option of alcohol.

December – Liquor coffees to be added to the drinks menu. Mulled wine and warmed cider to be an option during the festive season as well as on Christmas Tree weekends.

## **Conditions attached to the Licence;**

When booking an event, staff must adhere to the following conditions (agreed February 2022)

Licensable activity shall not be provided at any event which is described as or could be considered as a wedding, wedding reception, festival or large event to which the general public might have access.

Licensable activity shall only be provided within the building, external seating area, including the fenced coffee shop garden and will not be permitted in any additional buildings or marquees in other locations around Headlands Farm.

Sale of alcohol will ordinarily cease at 1630 hours during winter months (as defined as daylight saving months) and 1630 hours Sunday to Thursday in the summer months, as defined by British Summer Time. On Friday and Saturday from the start to the end of British Summer Time the sale of alcohol is extended to 1800 hours. Sale of alcohol may be extended until 1900 hours only for any pre-arranged public event. Sale of alcohol may take place until 2200 hours at pre-arranged private events only.

All staff engaged in the sale of alcohol must be trained on their responsibilities in preventing the sale of alcohol to persons aged under 18 and those that are drunk. In this respect the premises will operate a Challenge 25 policy (NB there is a mandatory condition attached to all Premises Licences requiring them to have an age verification policy).

Live music provided externally shall be incidental or offered in such a way that it is not the primary attraction and the premises should consider restricting activity to that provided by a choir, acoustic guitar, keyboard or small band. In any event all external music shall cease by 1900 hours.

Irresponsible drink promotions will not be allowed (NB there is a mandatory condition attached to all Premises Licences preventing irresponsible promotions).

**All licensable activity at the premises will be managed by the premises staff/management/owners i.e. responsibility shall not be passed to any third party.** High strength, cheaper alcoholic products commonly described as alco-pops and similar will not be sold. High-strength beers, ciders and lagers in excess of 8% ABV will not be sold.