

Guidance

G3172

Guidance for Granting Permission for Events Involving Alcohol

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1 Purpose

The purpose of this Guidance is to set out the principles which will be applied when applications are considered for events where alcohol will be served.

2 Scope

This Guidance applies to all applications for third party events involving alcohol on London Underground premises, and to any other events on LU premises where customers may be affected due to the involvement of alcohol. This includes marketing and PR events but does not apply to advertising such as posters.

3 Guidance

3.1 Principles for application approval

The decision on whether to approve an application to host an event involving alcohol is ultimately at the discretion of the Director of Strategy and Service Development or his / her delegated authority.

LU will try to find a way to host events that are felt to be a good commercial proposition and are in line with the principles below.

Proposals are likely to be approved for events:

- In clearly demarcated retail premises on or adjacent to stations which do not materially affect operational areas.
- In non-operational and/or non customer-facing areas where there is sufficient separation between the proposed event area and operational areas, or where access between the areas can be adequately controlled.
- That fit well with the ambience of the local area and are unlikely to cause disturbance to operations, staff, passengers or local residents.

Note: In this context, non-operational / non customer-facing areas are defined as areas which are not used for the purpose of the customer's journey. This includes disused stations and disused parts of stations and separate areas outside the gateline of stations.

Proposals are unlikely to be approved for events:

- That involve serving alcohol on trains or in customer-facing operational areas of stations, that are likely to affect operations, that may entail contravention of fire precautions, health and safety, or other legislation, or that would call into question TfL's political neutrality.
- Sponsored by alcohol companies in operational areas.
- Which present a real risk of causing a disturbance to or inconveniencing staff or passengers.
- Which present a real risk of causing a disturbance to and complaints from local residents.
- Which are likely to cause customer or staff confusion as to, or undermine, the byelaws or policy on alcohol on our trains and premises.