

Form A: Consumption of Alcohol at Rotherfield Village Hall and Application for Permission to serve a Temporary Event Notice

	Yes	No
Are you having alcohol at your function?		
Are you selling alcohol yourselves?		
Is a licensee running a bar for you?		
Is alcohol free of charge to your guests?		

In order to hold a Licensable Activity not covered by the Village Hall's Premises Licence a Temporary Event Notice (TEN) will need to be given to the licensing authority (Wealden District Council).

I hereby apply to Rotherfield Village Hall Management Committee for consent to give to the Licensing Authority a Temporary Event Notice to hold the following licensable activities at the hall on the following date(s), during the following hours and in the following location(s):

Licensable Activities:	Sale of Alcohol		
Description of Event(s):			
Date(s) of Event (s)	Start Time	Finish Time	
<i>Note: Any Licensable Activity continuing past midnight will take a further day from the annual TENs allowance of the Hall</i>			

Location of licensable activities:

Main Hall	Parish Council Room	Green Room	Bar Room

I hereby undertake to comply with the provisions of the Licensing Act 2003 (and any regulations thereunder) as they relate to a Premises User holding a Temporary Event Notice (TEN) and to indemnify the management committee for any obligations thereunder. I undertake, in particular, to notify the Police Authority within the required time and not to allow the sale of alcohol to those aged under 18 or to those who are drunk or disorderly.

Signed by the Hirer (if an Organisation is the Hirer this form must be signed by an Officer of the Organisation who accepts responsibility for the Hall during the Hire Period - please state office held).

Name (in capitals) plus office held if relevant:	Signature:

This section to be completed by the Authorised Representative of the Management Committee of Rotherfield Village Hall:

I hereby authorise the person named above to give a Temporary Event Notice to the Licensing Authority for the area for the event described above on the date(s), at the time(s) and in the location(s) specified above.

Signed on behalf of the Village Hall's Management Committee:

Name:	Office Held	Signature:

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Temporary Event Notices (TENs)

Rotherfield Village Hall holds both a Public Entertainment Licence and a Theatre Licence. It does not hold a licence to sell alcohol.

The procedure to be followed where alcohol is to be sold is as follows:

1. Notify the Booking Clerk that you wish to sell alcohol.
2. Obtain a Form A from the Booking Clerk
3. Complete and return the Form A to the Booking Clerk
4. When the Booking Clerk receives your completed Form A she/he will either authorise your request or notify you if your application is rejected.
5. If your request is authorised the Booking Clerk will send you the TENs form.
6. Complete the TENs form and serve on the Licensing Authority and the Police according to the guidance given.
7. Send a copy of the completed form to the Booking Clerk.
8. At the event, display, in a prominent position, a copy of the Temporary Event Notice endorsed by the Licencing Authority. It is suggested that the Notice be displayed in the bar area where it can be seen by the people attending the event. The Police and the Wealden District Council have the authority to visit and check that the Hirer is complying with the terms of the Notice.

Please give Wealden District Council 28 days notice of the sale of alcohol to allow them time to process the notice.