

## Alcohol at any Village Hall Event.

### Council licencing regulations:

The licencing law requires that there is a licence for the sale of alcohol at all events. You are selling alcohol if:

- You are charging for alcoholic drinks at any event
- If the event is ticketed and you are providing a free drink. (This is seen as selling as the cost is included in the ticket price and or the organisation providing the alcohol is providing the free drink.
- If the event has an entrance charge and you are providing a free drink.

A licence is not required when:

- The event is free and drink is provided for free. ( for example a family wedding or party where alcohol is not charged for).
- If people bring their own drink with them to consume on the premises.
- If alcohol is donated by an individual (not an organisation charging for entrance).

These regulations have always been in place and are not new.

### A Temporary Event Notice:

- For most functions selling alcohol an application for a 'Temporary Event Notice' (TENS) is required. Applications are made via East Northants Licencing department [www.eastnorthants.gov.uk](http://www.eastnorthants.gov.uk) under alcohol licensing and TENSs. The current cost is £21 per licence. Please ensure you post applications off well before your event as you MUST have the licence before the event.
- Prior to applying for a licence please make the Village Hall manager aware as there is a limit on the amount of TENSs licences a venue can apply for in any 12 month period.
- The Hall manager must have a copy of the licence prior to the event and the licence must be displayed at the event.
- The person who applied for the TENSs, named on the application is legally responsible for the sale of alcohol.

### The Village Hall Licence:

Last year the village hall trustees decided to apply and purchase their own licence for trust functions. Regulations have recently changed and the hall as a trust can no longer have an alcohol licence which they can give permission for anyone to use. The hall being a trust was not permitted to apply for a licence in the name of an individual but had to make a special application to have their licence in the name of the 'Trust'. Due to this the hall licence is only permitted by the licencing authority to be used when the trust have granted permission for its use and a trust member is on site for the entire time alcohol is being sold. When the hall licence is used the trustees are legally responsible for the sale of alcohol.

Any persons wishing to use the hall licence:

- Need to make a request to the trustees via the facilities manager.

- Check to see if a trustee is going to be present at the event and happy to cover this role.
- Ensure permission is confirmed prior to advertising that alcohol is to be sold at the event.
- The licence comes at a cost to the hall the trustees request a donation for most events if it is used. This is normally £10 for community or charity events.

Licensing laws are set by the council and enforced by the licencing officer. The sale of alcohol and licences is monitored by the police, child protection and a number of other organisations. The licencing team are very strict on these regulations and have the power to withdraw not only an alcohol licence but also a venue premise licence. Without a premise licence a venue is not legally permitted to hire out rooms.

If your event is licensable it is essential a TENS is displayed at the event and a copy passed to the hall manager or permission is sought from the trust to use their licence and a trust member has agreed to be present. Without this it is illegal to sell alcohol and it must not be sold at the event.

NB: if Stanwick Club or the Bistro are providing a bar please check if they are applying for TENS on your behalf or if you need to do this. Please inform the hall manager of who is applying for the TENS. Beware of some outside county bars who will say they have applied for a TENS and have not, if in doubt arrange to apply for a TENS yourself.