

# **Additional Conditions for Licensed Hire of Hale Village Hall**

## **Premises Licence Details**

Hale Village Hall holds a Premises Licence under the Licensing Act 2003. This authorises the sale and provision of alcohol and other forms of regulated entertainment, including plays, films, live and recorded music.

Licensed hours are:

Sale of alcohol	other licensable activities
Mon to Sat 12:00 to 23:00	Mon to Sat 14:00 to 23:30
Sun 12:00 to 22.30	Sun 14:00 to 22:30

All bookings must comply with the requirements of any Premises Licences in place. In the event of a requirement for extended or additional licence cover, this must be provided by the hirer and until confirmed and in place the booking shall be considered provisional.

Sale or provision of alcohol is covered by the Premises Licence held by Hale Village Hall. Hirers may only sell or supply alcohol in the hall if one of the following 3 conditions is met:

- 1) The hirer applies to Hale Village Hall Management Committee to use the Premises Licence held by Hale Village Hall. The application must be made 4 weeks before the date of hire and the conditions below will apply.
- 2) The hirer is or will have present for the duration of their event, a person who holds a Personal Premises Licence.
- 3) The hirer applies to New Forest District Council for a Temporary Event Notice (TEN).

It is against the Law to sell or supply alcohol without a licence so one of the above licensing conditions must be in place if you intend to do so.

## **Sale of Alcohol**

It is a condition that the hirer ensures that all sales or supply of alcohol are made under the direct supervision of a responsible person who either holds a Personal Licence under the Licensing Act or has been approved by Hale Village Hall Committee. The Responsible Person must be in attendance at the event at all times.

The name and contact details of this responsible person should be provided at the time of booking if possible, but not later than 4 weeks before the event in all cases.

The responsible person must be present for the duration of the hire period and must sign to say they have received a copy of the "Guidance Notes for Licenced Use of Hale Village Hall", complete a short questionnaire on its content and answer at least 8 of the 10 questions correctly.

**PLEASE NOTE:** Any person authorised to sell or supply alcohol under the Hall's Premises Licence must uphold the four objectives of the Licensing Act 2003:

- The prevention of crime and disorder
- The promotion of public safety
- The prevention of public nuisance
- The protection of children from harm

and must not:

- sell or allow the sale of alcohol to anyone under 18
- allow the consumption of alcohol on the premises by anyone under the age of 18
- allow the sale or supply of alcohol to any person who is drunk
- allow disorderly conduct on the premises

Any incidents or refusals to sell or supply alcohol must be recorded in the books provided which must be kept behind the bar. All alcohol must be stored securely in the kitchen and served through one of the serving hatches. By special agreement, alcohol may be stored securely in the furniture storage room and served from a table across the doorway.

There will be an additional £10 charge on the hire fee to cover administration where hirers wish to use the Hale Village Hall Premises Licence to cover the sale or supply of alcohol.