



Licensed Bar Request Form

This agreement is made between the Hirer named below and Charsfield Village Hall Management Committee.
(Please complete yellow sections of the form, & return to a Village Hall committee member.)

Hirer's Details	
Name of Hirer:	Organisation (if applicable).....
Address:	Charity (if applicable).....
.....	
Postcode:	Tel no:(day).....(eve).....
DATE OF EVENT:	

A Temporary Event Notice (TEN) is now required if alcohol is to be sold at any function.

The Village Hall Management Committee only has 12 TENs available for allocation in any year
(Licensing Act 2003)

If you want to have a Licensed Bar at the Village Hall the procedure is as follows:

1. Request a Licensed bar on the Hall Booking Form and submit this form

(At least one months' notice is required before the event

You will be advised within one week after receipt of the request whether a TEN can be made available to you

Please note that hire of the bar area attracts a fee of £60 – non-refundable once TEN application is submitted.)

2. If agreed we will discuss with you the best option for BAR and the TEN.

(At least 10 working days notice is required before the event)

DECLARATION.

I request hire of the bar area and agree to the conditions above. I have read and agree to abide by the additional Regulations and Conditions of Hire (overleaf).

SIGNED _____ NAME (printed) _____ DATE _____

On behalf of the Village Hall Management Committee I confirm the above booking.

SIGNED _____ NAME (printed) _____ DATE _____

REGULATIONS AND CONDITIONS OF HIRE OF BAR AREA

All the following requirements are in addition to the regulations and conditions of hire of Charsfield Village Hall. A copy of these has been given to you with the Booking form for the Hall.

- 1) The hirer shall be in possession of a Temporary Event Notice as issued by Suffolk Coastal District Council
- 2) The Temporary Event Notice shall be clearly displayed in or adjacent to the Bar Area.
- 3) The Hirer shall comply in all respects with the requirements of the Temporary Event Notice.
- 4) If a Temporary Event Notice is not granted no alcohol may be sold on the premises..
- 5) All alcohol and other drinks sold from the bar area are to be provided by Charsfield Village Hall Management Committee. Stock held to be agreed before and after the event between the hirer and the Management Committee. A charge will be made for the use of the stock as agreed between the hirer and the Management Committee prior to the event.
- 6) Use of the bar area includes use of the bar fridges, glasses and sundry equipment.
- 7) It is the responsibility of the hirer to ensure compliance with all relevant legislation except in so far as it relates to the structure of the premises.