

STEDHAM MEMORIAL HALL TRUST
Registered Charity 305427

SUPPLEMENTARY HIRE (ALCOHOL LICENCE) FORM

CONDITIONS OF HIRE - In addition to the prevailing Conditions of Hire, where the Hirer has indicated there will be the sale of ALCOHOL on the premises during the period of hiring, the Hirer shall submit this Supplementary Hire (Alcohol Licence) Form, signed and satisfactorily completed, before the hiring commences.

The Hirer shall not use the premises for any such purpose/function other than that described in the Hiring Agreement slip appended to the Booking Form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.

The Hirer shall provide below full details of the nominated person who will take direct responsibility for the provision of alcohol during the period of hiring, and for compliance with the Licensing Regulations relating to the consumption of alcohol. That person, who shall be over 21 years of age, shall declare and evidence themselves to be either a) a Personal Licence Holder or b) sufficiently experienced at controlling the supply of alcohol at previous similar events (for example having successfully applied for a number of Temporary Event Notices (TENS)).

In the absence of the above evidence, acceptance of that person to be so nominated shall be at the discretion of the Trustees.

The Hirer shall indemnify the Trustees Management Committee for any and all matters arising from breach of the above conditions; in the event of any breach the Hirer (or their Nominated Representative) shall notify the SMH Booking Secretary. The Trustees reserve the right to attend the Hall at any time during the period of hiring for the purposes of a) ensuring compliance with these conditions, and b) to foreclose the hiring should it be deemed that a significant breach of these conditions, or those outlined in the underlying Conditions of Hire and Booking Form, has occurred.

UNDERTAKING –

I, the Hirer, together with any other named individuals below, acknowledge my/our responsibility to comply with the terms of the Licensing Act 2003 during the period of hiring and have noted the following offences under the Act (non-exclusive):

- the supply of alcohol to children under 18 years of age (maximum fine on conviction up to level 5 on the standard scale, currently £5,000)
- allowing the supply of alcohol to children under 18 (maximum fine up to level 5)
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (maximum fine up to level 5)
- allowing disorderly behaviour on the premises (maximum fine on conviction up to level 3, currently £1,000)
- the supply of alcohol to a person who is drunk (maximum fine up to level 3)
- obtaining alcohol for a person who is drunk (maximum fine up to level 3)
- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (maximum fine up to level 3)
- allowing children under 16 years of age to be present whilst alcohol is being consumed unless they are accompanied by an adult (maximum fine up to level 3)

Name of Hirer Telephone No

Address

.....Post Code

Signature: Date

Temporary Event Notice

The Licensing Act 2003 (“the Act”) introduced a light touch system of permitted temporary activities to replace the old Occasional Licences and Occasional Permissions previously granted in connection with short-term Alcohol and Public Entertainment Licensing. The system involves an event organiser (the “premises user”) giving a temporary event notice (TEN) to the licensing authority and copying this to the police.

A Temporary Event Notice (TEN) is given by a person, referred to as the 'Premises User', who proposes to undertake licensable activities for a limited period. This can be at a premises that does not already have an existing authorisation under the Licensing Act 2003, or indeed from a premises that does where the intention is to offer additional licensable activities and/or alter the existing licensed hours.

Once a valid notice has been given to this Licensing Authority, we will send to the proposed Premises User an acknowledgement.

Sussex Police and the Environmental Management Team may submit an objection to any TEN on the grounds of any of the four licensing objectives. The purpose of this would be to prevent the licensable activities taking place or to make modifications to the TEN. Should such an objection be received, this Licensing Authority will serve the proposed Premises User with a Counter Notice and the matter may progress to a hearing.

In view of the above, this Licensing Authority strongly recommends that TENs are given at the earliest opportunity and with at least 10 clear working days notice.

The fee payable for a TEN is £21

More information and forms can be found on the Chichester District Council Temporary Event Notice website

<http://www.chichester.gov.uk/index.cfm?articleid=5230>