

STEDHAM MEMORIAL HALL

ALCOHOL POLICY

Date of issue: 5TH May 2026

Date of review: 30th January 2027



This policy and procedures apply to all users of, and activities in, Stedham Memorial Village Hall and any ancillary activities outside the hall which are the responsibility of the Village Hall Committee.

ALCOHOL POLICY

WHEN A LICENCE IS / IS NOT REQUIRED

The Licencing Act 2003 requires that there is a licence for the sale of alcohol at all events.

You are selling alcohol if any of the following conditions are met: -

- 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),
- 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,
- 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).

TEMPORARY EVENT NOTICE (PREFERRED)

- For most functions selling alcohol, an application for a Temporary Event Notice (TEN) is required. Applications are made via Chichester District Council at <https://www.chichester.gov.uk/temporarevent>. The current cost is £21 per licence. Please ensure you apply well before your event as you MUST have the licence before the event.
- Prior to applying for a licence please make the Village Hall Management Committee aware as there is a limit on the amount of TEN licences a venue can use in any 12-month period.
- The Management Committee must see a copy of the licence or a confirmation email from the licencing authority prior to the event. This is so we can be assured a licence is in place.
- The person who has applied for the TEN and is named on the application is legally responsible for the sale of alcohol.

THE MEMORIAL HALL LICENCE

Stedham Memorial Hall Management Committee has applied for and purchased its own licence for community functions. This licence is in the name of the Management Committee and not an individual person.

This licence is only allowed to be used when: -

- The Management Committee has granted permission for its use and
- A member of the Management Committee is on site for the entire time when alcohol is being sold.

When the Memorial Hall licence is used, the Management Committee is legally responsible for the sale of alcohol.

APPLYING FOR USE OF THE MEMORIAL HALL LICENCE

Any persons wishing to use the Memorial Hall licence must: -

- Make a request to the Management Committee via the bookings officer at bookings@stedhamvillagehall.com
- Check that a member of the Committee will be present at the event and is happy to cover this role,
- Ensure permission is confirmed, prior to advertising, that alcohol is to be sold at the event.
- The charge to a third party using the Memorial Hall Alcohol Licence will be £25.
- Please note that as a member of the committee will need to be present for the full duration of the hirer's event to comply with the terms of our licence, it is preferred in most circumstances that the hirer applies for a TEN licence. It is very possible that committee members will not be available to attend a hirer's event, making the use of the Hall's own licence outside of our licence conditions.

IMPORTANT INFORMATION FOR ALL USERS

In all cases where alcohol is supplied, whether sold or provided for free, it is the responsibility of the licence holder or the hirer (if no licence is required) to ensure that no underage person is allowed to consume alcohol, under any circumstances. If there is any doubt about a person's age, credible identification must be provided.

The Magistrates' Court can give an unlimited fine for the following offences under the Licensing Act 2003: -

- Sale of alcohol to children
- Allowing the sale or supply of alcohol to children
- Purchase on behalf of a person under the age of 18
- Knowingly allowing the consumption of alcohol on the premises by children

A Licensing Policy is set by Chichester District Council and enforced by the Licensing Officer, to ensure adherence to the Licensing Act 2003. The sale of alcohol and licences are monitored by the Police, Child Protection, and a number of other organisations. The Licensing team are very strict on these regulations and have the power to withdraw not only an alcohol licence but also a venue premises licence. Without a premises licence a venue is not legally permitted to hire out rooms.

If your event requires a licence, it is essential that either a TEN is displayed at the event (where possible) and a copy or email confirmation passed to the Management Committee to use their licence and a Committee Member has agreed to be present.

WITHOUT A LICENCE IT IS ILLEGAL TO SELL ALCOHOL AND IT MUST NOT BE SOLD AT THE EVENT.