East Woodhay Village Hall – Alcohol and Licensing Policy

1. Introduction

This policy outlines the rules and responsibilities relating to the sale or consumption of alcohol at East Woodhay Village Hall . The hall does **not hold a Premises Licence** under the Licensing Act 2003, and therefore, any event involving the sale or supply of alcohol must be covered by an appropriate Temporary Event Notice (TEN), obtained by the hirer.

2. Key Points

- East Woodhay Village Hall **does not hold an alcohol licence**.
- If alcohol is to be **sold** (including tickets that include alcoholic drinks), the hirer must apply for a **Temporary Event Notice (TEN)** from the local licensing authority.
- A TEN is also required if alcohol is supplied **free of charge but as part of a ticketed or paid event**, such as an "all-inclusive" evening.
- A copy of the approved TEN must be provided to the hall committee **at least 7 days before the event**.

3. Hirer's Responsibilities

- The hirer is responsible for **applying for and securing the TEN** from the relevant local authority.
- The hirer must **comply with all conditions** set by the licensing authority, including maximum attendance numbers and hours of alcohol provision.
- The hirer must ensure that:
    - No alcohol is sold or consumed by anyone under 18.
    - Alcohol is consumed responsibly.
    - No disorderly behaviour is tolerated.
    - The event ends by the time specified on the TEN and in accordance with the hall’s standard hire agreement.

4. Prohibited Activities

- Alcohol must **not** be sold, served, or consumed if no TEN has been granted.
- Alcohol may not be stored at the hall between events.
- The hall reserves the right to **refuse permission** for alcohol-related events if deemed inappropriate or contrary to the hall's policies.

5. Approval Process

- Hirers must inform the Hall Committee at the time of booking if they intend to serve or sell alcohol.
- The Hall Committee reserves the right to approve or decline any application involving alcohol, particularly if there are concerns regarding safety, noise, or compliance.

6. Further Information

- To apply for a TEN, please contact Basingstoke and Deane Borough Council Licensing Department] or visit: Basingstoke and Deane website .
- The hirer must keep a copy of the TEN available during the event.

Contact:
For queries regarding this policy, please contact:
Village Hall Booking Secretary
Email:EWVillageHallbookings@gmail.com

9th September 2025