

- Before completing this form please read the guidance notes at the end of the form.
- If you are completing this form by hand please write legibly in block capitals.
- In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.
- You may wish to keep a copy of the completed form for your records.

I/We \_\_\_\_\_

(Insert name(s) of applicant/hirer)

**Wish to apply to halls committee for permission to (tick all appropriate):**

- Allow the consumption of alcohol within the hall and its premise**
- Allow the sale of alcohol within the hall and its premise**
- Will you be selling tickets for entry to your event?** Yes  No

**Part 1 – Hirers Details**

Please state whether you are applying to the committee as:

Please tick as appropriate

- |                                 |                          |                             |
|---------------------------------|--------------------------|-----------------------------|
| a) an individual or individuals | <input type="checkbox"/> | please complete section (A) |
| b) a company                    | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club            | <input type="checkbox"/> | please complete section (B) |
| d) a charity                    | <input type="checkbox"/> | please complete section (B) |

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr	Mrs	Miss	Ms	Other	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

**(B) OTHER APPLICANTS**

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

**Part 3 Event Details**

DD MM YYYY

What date does your event take place?

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Start Time? (please read guidance note 2)

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Finish Time?

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Please give a general description of the event (please read guidance note 1)

How many people have you invited/are expecting at the event

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What other, if any licensable activities do you intend to carry on from the premises?

Please tick any that apply

- a) plays
- b) films
- c) indoor sporting events
- d) boxing or wrestling entertainment
- e) live music
- f) recorded music
- g) performances of dance
- h) anything of a similar description to that falling within (e), (f) or (g)

Will your event be **Indoors**  **Outdoors**  **Both**

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e)**

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**b) The prevention of crime and disorder**

**c) Public safety**

**d) The prevention of public nuisance**

**e) The protection of children from harm**

**Checklist:**

**Please tick to indicate agreement**

- I am selling alcohol and have applied to the local authority for a Temporary Events Notice
- I understand that I must display the notice at the premise during the event
- I understand that if I do not comply with the above requirements and the halls terms and conditions of hire, my deposit will be retained and the halls committee is likely to take further action

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH AN APPLICATION FOR A TEMPORARY EVENTS NOTICE.**

## Part 4 – Signature

Signature of hirer. If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Please return this form to: [bookings@bredhurstvillagehall.co.uk](mailto:bookings@bredhurstvillagehall.co.uk) or: 11 Fir Tree Grove, Bredhurst ME7 3LB

### Notes for Guidance

- 1) Describe the event, for example the type of event, its general situation and room layout and any other information which could be relevant to the licensing objectives. Where your event includes outdoor supplies of alcohol and you intend to provide a place for consumption of these out door supplies, you must include a description of where the place will be and its proximity to the premises.
- 2) Please give timings in 24 hour clock (e.g. 16:00)
- 3) Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.

Any person over 18 can serve the local authority and local police with a temporary event notice (TEN) for an event which would normally need a premises licence, but which would be for a maximum period of 168 hours, and would be for a maximum number of 499 people. Examples of events that could be covered by a TEN might be where a pub wants to stay open all weekend for a special occasion, but does not want to apply for, or cannot get, a licence allowing this all the time; or a beer tent in a summer fair. TENs also cover licensing over alcohol to clubs, entertainment or late night refreshment (serving hot food between 11pm and 5am).

TENs must be submitted at least ten working days before an event is due to start; notice is given to the council responsible for the area to which the event is to be held. A copy of this notice must be sent to the police that cover that area and to the Environmental Health department. The police and environmental health have 3 working days to make an objection. Anyone who does not have a personal licence can give only five notices a year, while a personal licence holder can give 50.

### Possible considerations for anyone who wishes to apply to the committee to have alcohol at their event:

General issues mainly concern noise nuisance, light pollution, noxious smells and litter.

Public nuisance could include low-level nuisance, perhaps affecting a few people living locally as well as major disturbance affecting the whole community. Examples of nuisance could include:

Noise; threats to community safety; litter; odour; smoke; lights.

### Points to consider include:

- When entrance doors in the main lobby and exits of the premises will be open and closed.
- Effect use of the halls sound limiter.
- What time the gardens and open air areas will be vacated.
- What notices could be placed at the entrances and exits to remind customers to leave quietly.
- Where speakers will be placed considering residential properties.
- Where you might place rubbish bins and glass refuse.
- Placing a bin outside the entrance of the premises; not emptying bottles, bins and rubbish after 10pm.
- Managing car parking facilities for the use of customers.
- Details of the nearest public car park should overflow be required.
- The placing of notices advising customers not to park in residents' driveways and not to block the highway.
- Preventing the use of strong language, sexual expletives, adult entertainment, drinking alcohol drinking, preventing drug-taking & violence.

### Admission of children

There may need to be:

- A restriction of where and if children are allowed in the premises;
- A time restriction allowing children in the premises; a notice explaining to customers when and where children are allowed or not.

### Proof of age

Those serving drinks must be trained in checking customers' ages by only accepting the following identification:

- Passport;
- Driving licence;
- Citizencard;