**Supply or sale of Alcohol at Bursledon Village Hall**

**This includes information for Hirers following the passing of the 2003 Licensing Act.**

If you, as a Hirer of the Village Hall, intend to supply or sell alcohol during your booked event, you should read these notes and advise the Management Committee, via the Administrator if you need a Licence to sell alcohol. Please note that the permission of the Hall is required before you hold any event for which you need to apply for a licence as described below.

*The Hall has a Licence to sell alcohol which is used by Village Institutions. This Licence is not available to One-off hirers for parties, receptions, etc.. If you are a One-off hirer you must read this note to see if you will need to get an Alcohol Licence.*

**A licence is required if you intend to:**

* Sell alcohol e.g., by holding a bar – so, if you have a bar at a wedding reception where alcohol will be sold, a licence is needed
* Provide alcohol as part of your event, for which you intend to charge a fee to attend or apply a membership charge. Even if you give alcohol away at such an event, you still need a licence because you have charged a fee for attendance.

**A licence is not required:**

* If your booked event is a private event and no profit is made (e.g., a party/wedding where all guests, or one person, contribute to the cost of the alcohol, but no profit is made. A licence. - is also NOT required at an event if alcohol is given away.
* If your event is like a Wine/Beer circle or wine appreciation class, i.e. where your group intends to get together with alcohol provided for tasting etc, and NO payment is involved through membership, ticket price or payment on the night

**How a licence is obtained:**

* What was formerly known as “Occasional Licences” are now called “TENs” (Temporary Event Notices). No more than 12 TENs may be applied for the Village Hall in any one year.
* The HIRER is responsible for applying for a TEN even though it applies to the Hall, not the hirer.
* The hirer should apply for a TEN, using the appropriate form, in duplicate, to the local licensing authority with further copies to the Police and Hall Management (via the Administrator), at least 15 working days before the event.
* The form is available from Eastleigh Borough Council’s Licensing Department: email: licensing@eastleigh.gov.uk

Telephone: 023 8083 3002 (option 4, then option 1)

**Addresses:**

**Licensing Authority**

Southampton and Eastleigh Licensing Partnership

PO Box 1767, Southampton SO18 9LA

Or: Civic Centre, Southampton

SO14 7LY

**Police**

Force Licensing Team, Hampshire Constabulary, Southampton Police Office, Civic Centre, Southampton SO14 7LY

Bursledon Village Hall Charitable Trust

Long Lane, Bursledon

Southampton SO31 8BZ

[www.bursledon.com](http://www.bursledon.com)