

SALE OF ALCOHOL IN KEINTON MANDEVILLE VILLAGE HALL

(The Licensing Act 2003)

Iss3

No special arrangements are necessary if:

- A hirer runs a free bar. A number of close friends can decide to share the cost of running a free bar, but at no time during the event must alcohol be sold.
- Guests to an event bring their own alcohol.
- Samples are provided free at say a wine tasting event. Orders for wine can be taken and paid for, but the wine must be delivered after the event.

Special arrangements are necessary if you sell alcohol at your event, even if it is an event only for relatives and close friends, or the price of the ticket includes an alcoholic drink.

At Keinton Mandeville Village Hall, three options are available to you A, B and C. The choice is entirely yours.

OPTION A

Total Cost £13	£13 - Payable as part of your hire fee to the Village Hall Committee
You arrange for The Merlins Carnival Club to organise and run your bar for you. They will make no charge for this, and all profits will go to the Merlin Carnival Club, hence you will be supporting a local group. To book the bar or for further details contact: 01458 224012 or 07971 229461 or email: pkcraigie@yahoo.co.uk The bar is run under the premises licence held by the Village Hall Committee and the license of the designated "Personal Licence" holder.	
Notes:	<ul style="list-style-type: none"><input type="checkbox"/> The bar arrangements are strictly between you and Merlin Carnival Club<input type="checkbox"/> You will need to find out what times are needed to set up and tidy away the bar and to ensure that your hall booking covers these times.<input type="checkbox"/> As you are the hirer of the hall it is your responsibility to ensure that the hall is clean and tidy at the end of the session and that you return the key by the due time.

OPTION B

Total Cost £18	£13 - Payable as part of your hire fee to the Village Hall Committee £5 - Payable to the designated Personal License Holder
You make your own bar arrangements. You run the bar under the premises licence held by the Village Hall Committee and with the agreement of the designated "Personal Licence" holder. If you choose this option you will need to be briefed on the Licensing Act 2003, and to sign an agreement with the "Personal Licence" holder. The delegation of the "Personal Licence" is at the sole discretion of the designated "Personal Licence" holder. For further details contact: 01458 224012 or 07971 229461 or email: pkcraigie@yahoo.co.uk	
Notes:	<ul style="list-style-type: none"><input type="checkbox"/> At the time that you make your final payment for the hall fee, the Bookings Secretary will need sight of your "Letter of Authorisation"

OPTION C

Total Cost £21	£21 - Payable to the South Somerset District Council
You arrange your own licence to sell alcohol. You will need to apply for a TENS, and this needs to be done on a pre-completed form provided by the Booking Secretary. You send one copy to the South Somerset District Council, and a second copy to the Police. Applications must be made a minimum of 10 working days before the event. Please note that there is a limit to the number of TENS that will be granted to people holding events in the village hall each year, and hence this option may not be available.	
Notes:	<ul style="list-style-type: none"><input type="checkbox"/> You will be required to pay the full hire fee at the time that a TENS is allocated to you, and you are given the pre-completed application form.