

Temple Sowerby Victory Hall Licensing Policy

Charitable Incorporated Organisation - Registered Charity 1177446

Audit details	
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Overall Approach

Activities that take place in Temple Sowerby Victory Hall (TSVH) may require licensing subject to the relevant Licensing Act 2003 and the Deregulation Act 2015. While we most often think of alcohol sales, licensing is also sometimes required for other entertainments.

TSVH is licensed for the performance of plays and dance, film shows, indoor sporting events, playing of live and recorded music and similar entertainments. The hours during which these activities can take place are stated on the licence, a copy of which is displayed in the Hall. Hirers must not undertake any licensable activities for which the hall does not have a licence. Hirers must adhere to the times stated for the activities for which the hall does have a licence. It is anticipated that it will only be on exceptional occasions that the Trustees will permit an event which finishes later than 23:00. The Hall is Licenced for the sale of alcohol.

TSVH Trustees wish to ensure complete compliance with the Licensing Objectives and their statutory duties. The Objective of this policy is therefore to ensure that the law is complied with, that Hirers discharge their responsibility correctly and that any risk to the Hall, it's Licence and the Trustees is minimised.

As well as the Standard Booking Form there is a separate booking form which all Hirers of the hall are required to complete if they wish to undertake the sale or provision of alcohol. This form also identifies that the responsibility for ensuring that the relevant licences are obtained remains with the Hirer. Some Hirers will use the Hall's Premises Licence, and some will need to obtain a Temporary Event Notice. The Trustees will advise which is required.

Premises License and Temporary Event Notices (TENs)

The Premises Licence is to be used mostly for community events. Third parties and commercial organisations should be covered by a TEN.

Premises Licence

The Hall Trustees have funded a Premises Licence and used the ability under Section 25A of the Licensing Act 2003 to remove the requirement for a Designated Premises Supervisor. The Trustees **may at their discretion**, allow the use of the Premises Licence for community groups who hire the hall where the hirer and those responsible for the event are known to the Trustees, the event benefits the community and Hirer has read and agrees to comply with the appropriate legislation detailed on the Booking Form.

Temporary Event Notices

There is a limit to the number of TENs that can be applied for, currently a person can apply for at most 5 TENs in one year and there can be a maximum of 15 TENs per year for one premise. TENs must be applied for at least 10 working days before the event and there is a fee of £21 for each. A late TEN can be applied for within 5 working days, however there can only be only 2 per applicant per year.

As the government guidance indicates ([link](#))

Where hirers are provided with a written summary of their responsibilities under the act in relation to the sale of alcohol, the management committee is likely to be treated as having taken adequate steps to avoid liability to prosecution if a licensing offence is committed.

Where Hirers identify through their completion of the booking form that they require a licence then they will be provided with a further form to complete (the Alcohol Booking Form) that details their responsibilities to comply with licensing requirements. This will apply whether they are using the Premises Licence or a TEN.

Private Parties where alcohol is provided free of charge

No licensing is required for events where alcohol is provided free of charge such as a wedding reception. This does not provide a loophole for the licensing regulations where alcohol is nominally provided free of charge as part of an entrance ticket. Appropriate licensing will still be asked for in this case.

If the Trustees agree to a private event where free alcohol is provided, the completion and compliance with the Alcohol Booking Form is still required.