

UPLYME VILLAGE HALL-CIO

Uplyme Village Hall
Lyme Road
Uplyme
Dorset
DT7 3UY

Hall Manager
Telephone, 07396704980
Email: uplymevh@gmail.com

*Name: _____
*Address: _____
*Tel no: _____

UPLYME VILLAGE HALL BOOKING

*Organisation/Name of Hirer: _____

*Event: _____

*Date: _____ *Start time: _____ *End Time: _____

SUPPLY OF ALCOHOL

One of the following boxes must be ticked and the form must be signed.

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No alcohol will be available.

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Alcohol will be supplied by sale, donation or contribution. Where alcohol is to be sold (this includes by donation or contribution) I confirm that I will make appropriate arrangements with the Designated Premises Supervisor (DPS), Mr Steve Gardner. The DPS can approve another person to run the bar. All financial arrangements are the responsibility of the hirer/DPS.

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Alcohol will be available at an event open to the public by ticket or open invitation. Where alcohol is available I confirm that I will apply for a Temporary Event Notice (TEN) and send a photocopy to the Village Hall manager. This must be lodged at least ten working days before the event.

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Alcohol will be available but not sold at a private event, where no members of the public will be admitted.

I understand that as hall hirer I take full responsibility for any consumption of alcohol at the Uplyme Village Hall premises.

I will ensure that no alcohol will be consumed by minors.

I will not allow excessive consumption of alcohol by anyone present.

I undertake to ensure that those present cause no nuisance on the premises or in the immediate vicinity.

Signed

*Date:

Note:

Any voluntary contribution, donation etc. towards supply of any alcohol by law is deemed a sale.

Please return this copy signed & dated to the Hall Manager, Thank you.

We reserve the right to refuse a request for an application for a TEN.

At our discretion hirers will be required to employ the services of the DPS.

At all events where alcohol is to be consumed the DPS will be informed by the Hall Manager.

At any event the Village Hall Committee or their designees reserve the right to visit the hall.

ADDITIONAL INFORMATION ABOUT THE RULES REGARDING ALCOHOL AT THE HALL

Please ensure that the "Alcohol Declaration Form" is completed and returned to me with the hire agreement.

You will need to apply for a Temporary Event Notice (T.E.N.) if:

- (a) You are selling tickets that include a 'free drink'
- (b) Advertise that you are serving alcohol
- (c) You are selling any alcohol during the event.

I will need a photocopy of your T.E.N. for Village Hall records. T.E.N. information and application forms can be downloaded from the East Devon website:

http://www.eastdevon.gov.uk/licensing_temporary_event_notice

You do not need a T.E.N. if:

- (a) Your event is a bazaar/fete & you are running a raffle and/or bottle stall
- (b) There is no corkage charge
- (c) There is no charge for any alcohol during the event.
- (d) Alcohol is not included in the ticket price
- (e) It is a "Bring Your Own" event and not open to the public
- (f) It is not advertised that alcohol will be available at the event
- (g) The bar is run by The Talbot.
- (h) It is a private party with invited guests only and not open to the public

If you are in any doubt as to whether a T.E.N. is required, please phone East Devon to check.

If East Devon give you different advice to that listed above, please take the name of the official, record the date and time - and, if possible, get them to put it in writing - please let me know of any changes, so I can update my advice.