

# Asby Village Hall

## Guidance on Alcohol Licensing

**If you are planning to hold an event in the Village Hall that includes the sale of alcohol, or where admission is charged and alcohol supplied, then this document is for you!**

### Licensing of the Village Hall

Great Asby Village Hall has a Premises Licence under the Licensing Act 2003 (and subsequent amendments).

Its licence does not however cover the supply or sale of alcohol.

Any event requiring the sale or supply of alcohol needs to be separately licensed for that purpose, via a mechanism known as a 'Temporary Event Notice', commonly referred to as a "TEN".

**It is the responsibility of the hirer to acquire a TEN.**

**It is also a condition of the hall booking that a copy be lodged with the village hall management committee at least 48 hours before the commencement of the event.**

### Temporary Event Notices (TENs)

These are issued by the Licensing Team of Eden District Council, who should be consulted for any further clarification. They may be contacted on 01768 212273 (Email: [admin.licensing@eden.gov.uk](mailto:admin.licensing@eden.gov.uk))

The application process is explained on the Temporary Event Notice page of the Eden District Council website: <https://www.eden.gov.uk/business-and-trade/licensing/licensing-act-2003/temporary-event-notice/>

### Some salient points

- The premises (i.e. Village Hall) user acquiring a TEN must be over the age of 18.
- The maximum duration of a TEN is 168 hours (7 days).
- Maximum number of TENs issued to a single premises user per year is 5. <sup>1</sup>
- TENs should be applied for at least 10 working days before the start of the event.
- The premises user must ensure that a copy of the TEN is prominently displayed at the premises.

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<sup>1</sup> Unless that user holds a personal licence, in which case it is 50.