

No alcohol (except bottled raffle prizes) may be bought, sold or consumed on any part of the premises without the permission of the Trunch Village Hall Management Committee.

The licensing law requires that there is a licence for the sale of alcohol at all events.

You are selling alcohol if:

- You are charging for alcoholic drinks at any event.
- The event is ticketed and you are providing a free drink. (This is seen as selling as the cost is included in the ticket price.)
- The event has an entrance charge and you are providing a free drink.

A licence is **not** required when:

- The event is free and drink is provided for free (for example a family wedding or party where alcohol is not charged for).
- People bring their own drink with them to consume on the premises.
- Alcohol is donated by an individual (not an organisation charging for entrance).

Temporary Event Notice

- For most functions selling alcohol, an application for a Temporary Event Notice (TEN) is required. Applications are made via North Norfolk District Council's website at www.north-norfolk.gov.uk under Temporary Event Notice. The current cost is £21 per licence. Please ensure you make your application well before your event as you **MUST** have the licence before the event.
- Prior to applying for a licence, please make the hall's Bookings Manager aware as there is a limit on the amount of TEN licences a venue can apply for in any 12 month period.
- The hall's Bookings Manager must have a copy of the licence prior to the event and the licence must be displayed throughout the hire period.
- The person who has applied for the TEN, and is named on the application, is legally responsible for the sale of alcohol.

In all cases where alcohol is supplied, whether sold or provided for free, it is the responsibility of the licence holder or the Hirer (if no licence is required) to ensure that no underage person is allowed to consume alcohol under any circumstances. If there is any doubt about a person's age, credible identification must be provided. The licence holder or the Hirer (if no licence is required) must remain on site for the duration of the event.

The Magistrates' Court can give an unlimited fine for the following offences under the Licensing Act 2003:

- Sale of alcohol to children
- Allowing the sale or supply of alcohol to children