



Vicarage Lane, Winterbourne Earls, Salisbury, SP4 6HA  
Registered Charity 279405

## SUPPLY OR THE SALE OF ALCOHOL POLICY

### 1. Introduction

- 1.1 The Winterbourne Glebe Hall is subject to the provision of the Licensing Act 2003 and the Hirer must at all times comply with the Act and all its amendments.

### 2. Restrictions

- 2.1 Under no circumstances must alcohol be served to under 18-year olds.
- 2.2 Alcohol must not be served to anyone showing clear signs of drunkenness.
- 2.3 Drinking in front of hall and the car park area is prohibited at all times.
- 2.4 Drinking outside is confined to the patio and adjacent lawn area at side of hall and is only allowed if:
- You are supplying alcohol free of charge.
  - You have applied for your own Temporary Events Notice (TEN) and requested outside drinking.
  - Only plastic glasses to be used for outside areas.
- 2.5 Any breach of the regulations can result in the sale of alcohol being stopped immediately by a member of the Hall Committee, the Council or the Police.
- 2.6 The Premises Licence and any Licensed activities, must finish at 11pm (Monday to Sunday). The exception is that sale of alcohol has to cease at 10.30pm on Sundays and at 12.30am on New Years Eve. The premises have to close at 11.59pm Monday to Saturday and 11.30pm on Sundays.

### 3. SUPPLY OF ALCOHOL FREE OF CHARGE

- 3.1 No special arrangements are necessary if:
- The hirer runs a free bar.
  - A number of close friends can decide to share the cost of running a free bar.
  - Guests to an event bring their own alcohol.
  - Please note: **At no time during such an event must alcohol be sold.**
- 3.2 Under these conditions, alcohol can be consumed outside but is restricted to the patio and adjacent lawn area at side of hall. Plastic glasses must be used. Drinking in the car park area is prohibited.

### 4. SALE OF ALCOHOL

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

4.2 Under these conditions there are two options:

#### 4.2.1 Option 1

- The Hirer can run the bar under the premises licence held by the Hall Committee. Hirers are required to apply for a licence (at a cost of £15.00) at the time of booking (See appendix 1). Written permission will then be provided to the organiser of the event and this written permission must be available and displayed at the event. The Committee reserve the right to refuse a licence.
- **Under this licence the consumption of alcohol is strictly confined to the premises and cannot be consumed in any of the outside areas.**

#### 4.2.2 Option 2

- The Hirer applies for a TEN (Temporary Event Notice), which can be obtained from Wiltshire Council. For more information and to apply for a TEN go to [www.wiltshire.gov.uk/licences-permits-ten](http://www.wiltshire.gov.uk/licences-permits-ten)
- The application should be sent to the Council no later than 10 clear working days before the event takes place as you MUST have the licence in place before the event.
- You must supply the hall booking clerk with a copy of the licence (TEN) prior to the event and the licence must be displayed at the event.
- The person, who applied for the TEN and is named on the application, is legally responsible for the sale of alcohol.
- This notice allows you to sell alcohol at the Hall and if you have requested to do so in the application, you can consume alcohol outside but is restricted to the patio and lawn adjacent areas to hall area.
- **Drinking in the car park area is prohibited. Plastic glasses must be used.**

### 5. Important Notices

- 5.1 **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, therefore, this option may not be available.**
- 5.2 **The Police, Council Licencing Officers, or the Village Hall Committee, can check at any time during the event to confirm rules are being observed. Should there be evidence of non-compliance and breach of licencing regulations, the event will be terminated.**

**Appendix 1.**



**(Reg. Charity No. 279405)  
SALE OF ALCOHOL (Licence Application)**

Please complete this form if you will be selling alcohol, this includes selling tickets as part of a bottle stall raffle or as an inclusive drink with a ticket for entertainment or food.

No temporary event notices may be applied for without the agreement of the Glebe Hall Management Committee and the Premises Licensing Supervisor.

Under the terms of the new Premises Licence it is necessary to notify the Premises Licensing Officer for the Winterbourne Glebe Hall that you intend to sell alcohol. A charge of £15 is made by the holders of the licence – Winterbourne Glebe Hall Management Committee.

Please note that it is a criminal offence to serve alcohol to anyone under 18 years of age.

<b>To:</b> Premises Licensing Officer	<b>From:</b> Name of Hirer:
Glebe Hall Management Committee Winterbourne Earls Salisbury, SP4 6HA	Address:
	Tel No:

I wish to give notice that alcohol will be sold when hiring the Glebe Hall for the following event on the date and time indicated:

Event:.....

Date:..... Times:                      From .....To.....

Please note that the premises licence prohibits the sale of alcohol before 11am and after 11pm (10.30pm on Sundays).

Please would you nominate the following people to be responsible for the bar?

Name:		
Address		
Tel.No.		

I certify that all the above persons are over 18 years of age and that no alcohol will be served to anyone under 18 years of age.

Signed (hirer) .....Date.....

This agreement is made between Winterbourne Glebe Hall Committee and the Hirer named above. The Committee agrees to permit the Hirer to use the premises in accordance with the information provided.

Please return to: **Cheryl, 3 Kingsbourne Close, Winterbourne Dauntsey, Salisbury, Wilts, SP4 6EY.**  
Tel. 07840887842    Email: [glebehall1993@gmail.com](mailto:glebehall1993@gmail.com)