



The Village Hall does not yet have a Premises Licence. The Hall is therefore not licensed for the sale of alcohol. If you charge for admission/sell tickets to an event and you provide alcohol at it, that constitutes the sale of alcohol. This is the case whether or not you charge separately for alcohol or include it in the ticket price, and whether the alcohol has been donated or paid for by you or others.

If your event will involve the sale of alcohol (as defined above) it is illegal (and subject to a fine not exceeding £20,000) unless you obtain a Temporary Event Notice (TEN). This is a temporary licence to sell alcohol and is obtainable from the local authority, Herefordshire Council. TENS can be applied for online, and there is a charge of £21 per application. The process takes a minimum of 10 working days, but you are advised to give substantially more notice than this to avoid the risk that your event cannot go ahead and that you forfeit your booking fee.

Before applying for a TEN you must notify us in writing of your wish to apply, and you may not submit such application until we have given you our written consent. This is because the number of TENS that are permitted to be issued for any premises in a single year are strictly limited.

If alcohol is to be served, but no tickets are sold and no charge is made for the event, whether public or private, you should not require a TEN. But you must still advise the Village Hall that you intend that alcohol will be served. The village hall trustees may then wish to investigate further the circumstances involved.

Please note:

This Guidance reflects the licensing requirements affecting hirers of Pembridge Parish Hall as currently understood by the village hall trustees. It is not a definitive statement of the position, licensing is a complex area, and if you are in any doubt about any of the issues you should seek appropriate third party advice, including contacting the licensing authority.