



CLAYPOLE VILLAGE HALL

(Registered Charity Number: 228354)



Alcohol Licensing Form

Please complete this form if you intend to supply* alcohol at your event and return it with your booking form and deposit.

Claypole Village Hall holds a Premises License awarded by South Kesteven District Council under the Licensing Act 2003. The Designated Premises Supervisor (DPS) is Graham Briggs.

Date of Booking:	
Name of Hirer:	
Purpose of Booking:	

Please refer to notes of alcohol in the **Conditions of Hire** and **Information for Hirers** documents before completion.

There are three ways in which you can supply alcohol at Claypole Village Hall:

1. Operate on our Premises Licence under the following conditions:
Claypole Village Hall is licensed (Licensing Act 2003) by South Kesteven District Council for the supply of alcohol between the following hours: **Mon-Sat 19.00-00.00hrs / Sunday 12.00-22.30hrs.**
With the consent of our Designated Premises Supervisor, you may supply alcohol providing that you adhere fully to the conditions of our licence. Download a copy here:
2. If you wish to operate an event outside of the conditions of Claypole Village Hall's Licence, you will need to apply for a Temporary Event Notice (TEN) from South Kesteven District Council. This is a quick and inexpensive process, although there are strict lead times for TENs to be issued.
You can apply online here: <http://www.southkesteven.gov.uk/index.aspx?articleid=8515>
3. Hire a bar service and use a Personal License Holder to run the bar at your event.
If so, please supply details of the Personal License Holder and a copy of their Temporary Event Notice, if operating outside the conditions of Claypole Village Hall's Licence.

Name of Personal License Holder:	
Address:	
Contact Number:	

General

In the interests of safety, no glasses or bottles to be taken outside. Please use plastic or paper cups.

*Supply of alcohol means any alcoholic drink sold, or distributed free of charge, in the Village Hall.



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Application for permission to supply alcohol at Claypole Village Hall

I agree that I am a responsible adult, aged over 21 years and that I will abide by the terms and conditions specified above. I agree that I am responsible for the behaviour of those attending this function and for the use of alcohol at this function. I understand that the Designated Premises Supervisor is permitted to attend my function at any time during the period of hire.

In order to comply with **General Data Protection Regulation (GDPR)**, effective from 25th May 2018, Claypole Village Hall Trustees require your consent to hold the personal information you give on this form. Only relevant information is requested in order to facilitate your hire of the Hall or its equipment or your participation in Hall events. Your data will never be shared with a third party. By completing this form, you are consenting to us holding and using your data in this way. You may request its amendment or deletion at any time.

I agree to the **Conditions of Hire** and **Information for Hirers**.

Signature of Hirer:		Date:	
Name of Hirer (please print):			

For office use only: