

Quarley Village Hall Licencing Policy

Quarley Village Hall is regulated by the Licencing Act 2003. The holder of the premises licence, and the 'designated premises supervisor' (DPS) for the supply of alcohol, is the Quarley Village Hall Trustees.

The purpose of the Licencing Act 2003 is:

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance; and
- The protection of children from harm.

Licensable activities in Quarley Village Hall are listed below. Any activity that is to take place within Quarley Village Hall that is not a licensable activity will require a Temporary Event Notice (TEN) from Test Valley Borough Council.

Activity	Timings
Performance of dance (23:00 Fri/Sat)	12.00 – 22.00
Exhibition of film (23:00 Fri/Sat)	12.00 – 22.00
Indoor Sporting event (23:00 Fri/Sat)	12.00 – 21.00
Live music (23:00 Fri/Sat)	12.00 – 22.00
Recorded music (23:00 Fri/Sat)	12.00 – 22.00
Plays (23:00 Fri/Sat)	12.00 – 22.00
Late night refreshment (Fri/Sat)	11.00 – 00.00
Supply by retail of alcohol *	10.00 – 23.00

Timings revised for Sunday Bookings

Activity	Timings
Performance of dance	12.00 – 20.00
Exhibition of film	12.00 – 20.00
Indoor Sporting event	12.00 – 20.00
Live music	12.00 – 20.00
Recorded music	12.00 – 20.00
Plays	12.00 – 20.00
Supply by retail of alcohol *	12.00 – 15.00

***Rules on the supply and sale of alcohol in Quarley Village Hall**

Under the Licencing Act of 2003 it is unlawful:

- To sell or supply alcohol to a person who is drunk
- To knowingly allow disorderly conduct on licenced premises
- To knowingly keep or to allow to be kept on licenced premises any goods that have been imported without payment of duty or which have otherwise been unlawfully imported

- To allow drinks from the premises to be consumed elsewhere.
- To sell or supply alcohol to anyone under 18.
- For someone under 18 to buy, attempt to buy alcohol or to be sold alcohol.

Potable water must be freely available.

*** For hirers of the hall who would like to sell alcohol**, they may do so under the Quarley Village Hall Premises Licence on the following conditions:

- Payment of an administration fee of £20.
- Completion of a Licence Hire Agreement designating a Responsible Person (see appendix 1).

*** The sale of alcohol (Licencing Act 2003)**

You are selling alcohol if:

- You are charging for alcoholic drinks at any event.
- If 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 and or the organisation providing the alcohol is providing the free drink.
- If the event has an entrance charge and you are providing a free drink.

Music Licencing

Music licencing is the licenced use of copyrighted music. Community buildings don't require a licence if no copyright-controlled music is played at all, or if the only use is:

- For sacred worship
- For wedding ceremonies, civil partnership ceremonies, civil ceremonies, religious ceremonies
- For medical music therapy
- At private functions and parties of a purely domestic or family nature, such as wedding receptions, christening parties or domestic birthday parties, when:
 - Attendance of guests is by personal invitation only (except for staff, performers, etc.)
 - The function is held in a privately-booked room, not at that time open to the general public
 - There is no form of charge made for admission
 - There is no financial gain to the function's organiser or host (e.g. the person hiring the venue)

If your event will require licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL), the hirer must let the booking secretary know at the time of booking.

Appendix 1

Application for a licenced bar to be provided at an event at Quarley Village Hall

I hereby apply to Quarley Village Hall Trustees for authorisation of the sale of alcohol under The Legislative Reform (Supervision of Alcohol Sales in Church and Village Halls) Order 2009 as detailed below:

Description of event	
Date(s)	
Time	
Name of hirer	
Organisation (if applicable)	
Name of Organisation's Authorised Representative (if applicable)	
Address	
Email	
Telephone Number(s)	
Name of person(s) to be authorized to sell alcohol in accordance with the Licencing Act 2003	
Address (if different from above)	

Signed by the Hirer. I confirm that I have read and understood the rules on the supply and sale of alcohol in Quarley Village Hall

Name	
Signed	
Date	

I/We hereby agree to authorise the persons named above to sell alcohol at the event described above, on the date(s) and time(s) in Quarley Village Hall

Name	
Signed	
Date	