



Supply or Sale of Alcohol in Botley Market Hall

This includes information for hirers following the passing of the 2003 Licensing Act.

- If you, as hirer of the Market Hall, intend to supply or sell alcohol during your booked event, you should **read these notes and advise the Management Committee, via the Bookings Secretary**. Please note that the permission of the Hall is required before you hold the event and before you apply for a licence as described below. The Market Hall does NOT hold a licence for the sale or supply of alcohol.

A licence is required if you intend to:

- Sell alcohol e.g., by holding a bar – even if you have a bar at a wedding where alcohol will be sold, a licence is still needed
- Provide alcohol as part of your event, for which you intend to charge a fee to attend or apply a membership charge. Even if you give alcohol away at such an event, you still need a licence because you have charged a fee for attendance.

A licence is not required:

- If your booked event is a private event and no profit is made (e.g., a wedding where all guests, or one person, contribute to the cost of the alcohol, but no profit is made. A licence is also NOT required at a wedding reception if alcohol is given away).
- If your event is like a Wine/Beer circle or wine appreciation class, i.e. where your group intends to get together with alcohol provided for tasting etc, and NO payment is involved through membership, ticket price or payment on the night

How a licence is obtained:

- What was formerly known as “Occasional Licences” are now called “TENs” (Temporary Event Notices). No more than 12 TENs may be applied for the Market Hall in any one year.
- The HIRER is responsible for applying for a TEN even though it applies to the Hall not the hirer.
- The hirer should apply for a TEN, using the appropriate form, in duplicate to the local licensing authority with further copies to the Police and Hall Management (via the Bookings Secretary), at least 10 working days before the event.
- The form is available from Eastleigh Borough Council’s Licensing Department:
Email: licensing@eastleigh.gov.uk
Telephone: 023 8083 3002 (option 4, then option 1)
- Addresses:
Licensing Authority
Southampton and Eastleigh Licensing Partnership
PO Box 1767, Southampton SO18 9LA
Or: Civic Centre, Southampton
SO14 7LY
Police
Force Licensing Team, Hampshire Constabulary, Southampton Police Office, Civic Centre,
Southampton SO14 7LY

Botley Market Hall

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