



MEMORIAL HALL

Wheathampstead Parish Council
Marford Road, Wheathampstead
AL4 8AY

Supplementary Licensing Form

You must complete this form if you are selling alcohol during your event within the Memorial Hall. This includes pre-sold tickets that provide a 'free' drink.

Organisation or name of hirer:

Function:

Function date:

I understand and am aware of the procedures and requirements under the Licensing Act 2003, in particular the need to ensure that alcohol is not sold to, nor purchased for the consumption by, people under the age of 18; and that neighbouring properties are not overly disturbed by the function. Wheathampstead Parish Council reserves the right not to hire the hall for future events to any person where complaints have been received.

If alcohol is being sold on the premises the person selling the alcohol must to register their details with our Designated Premises Supervisor and receive authority to sell alcohol under the Memorial Hall licence.

This person must be aged 30 years or over.

If alcohol is sold without authority from the Wheathampstead Parish Council, you will be in contravention of s136 of the licensing Act 2003. This carries a penalty of £20,000 fine and 6 months imprisonment.

To be completed by the person responsible for all alcohol at the event:

I am aware, as premises hirer, that I may be liable for the commissioning of any of the following offences under the Licensing Act 2003.

- the sale or supply of alcohol to children under 18 years of age (maximum fine on conviction is a fine up to level 5 on the standard scale, currently £5,000);
- allowing the sale or supply of alcohol to children under 18 (maximum fine on conviction is a fine up to level 5 on the standard scale, currently £5,000);
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (maximum fine on conviction is a fine up to level 5 on the standard scale, currently £5,000);

- the sale of alcohol to a person who is drunk (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000);
- obtaining alcohol for a person who is drunk (maximum fine on conviction is a fine up to level 3 on the standard scale, currently £1,000)
- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user of any individual aged 18 or over who has been authorised for this purpose by the premises user (maximum fine on conviction is a fine up to level 1 on the standard scale, currently £200);

Name:

Address:

Telephone: D.O.B:

Email:

Does this person hold a personal licence as defined by the Licensing act 2003?

Yes	No
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If YES, please provide the following:

License number:

Date of issue:

Date of expiry:

Issuing licensing authority:

To be completed by the Hirer:

I, (applicant name) am aware that I require a license for the sale/supply of alcohol and/or for entertainment in line with the terms of the premises licence and have made myself aware of these terms.

Address:

Telephone:.....Email:.....

I recognise that I must adhere to those rules.

Signature of Hirer:

Signature of person responsible for alcohol:

Date:

To be completed by the office:

Wheathampstead Parish Council Agree to allow

..... (applicant's name)

to sell alcohol in the Memorial Hall at their event on
(date of function).

Signed by Designated Premises Supervisor:

Date: