

## The Milverton Victoria Rooms : Alcohol Licence Application

Please fill in the details of hirer and section A, B or C and return this form to the Bookings Secretary with your hiring form. For explanatory notes see overleaf. Please ensure that you have a copy of the current Bar Rules- available for you to print on [milverton.org.uk/victoria-rooms](http://milverton.org.uk/victoria-rooms) or from the Bookings Secretary.

### DETAILS OF HIRER

Name of Hirer \_\_\_\_\_ Address \_\_\_\_\_

Organisation (if applicable) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

---

### SECTION A

#### Application for a LICENSED BAR to be PROVIDED at an event at The Milverton Victoria Rooms - charge £15

I hereby apply to The Milverton Victoria Rooms Management Committee to provide a licensed bar at the following event:

Date(s): \_\_\_\_\_ Bar hours: \_\_\_\_\_ to \_\_\_\_\_

Description of event: \_\_\_\_\_

Rooms booked: (tick as appropriate) Whole premises  Main Hall  Reading Room

---

### SECTION B

#### Application for permission to SELL or SUPPLY alcohol at an event at The Milverton Victoria Rooms - charge £15

I have read and agree to comply with the Committee's Bar Rules and hereby apply for the following person(s) to be authorised to sell or supply alcohol at The Milverton Victoria Rooms at the following event:

Date(s): \_\_\_\_\_

Between (time(s)): \_\_\_\_\_ and \_\_\_\_\_

Description of event: \_\_\_\_\_

Rooms booked: (tick as appropriate) Whole premises  Main Hall  Reading Room

Person(s) to be authorised to sell or supply alcohol in accordance with the Licensing Act 2003:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Personal licence number (if applicable) \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Personal Licence number (if applicable) \_\_\_\_\_

---

### SECTION C

#### Application for permission to SUPPLY alcohol during a private function at The Milverton Victoria Rooms which is not open to the general public, will be attended by invited persons only and at which there will be no charge made, either for entry or for alcohol

I have read and agree to comply with the Committee's Bar Rules and hereby apply to be authorised to supply alcohol free of charge to my invited guests during the following private function at The Milverton Victoria Rooms:

Date(s): \_\_\_\_\_

Between (time(s)): \_\_\_\_\_ and \_\_\_\_\_

Description of function: \_\_\_\_\_

Rooms booked: (tick as appropriate) Whole premises  Main Hall  Reading Room

---

#### For use by the Management Committee only

Application APPROVED. Alcohol may be sold or supplied between: \_\_\_\_\_ and \_\_\_\_\_

subject to the provisions of the Management Committee's Bar Rules.

Signed \_\_\_\_\_ Date \_\_\_\_\_

For Milverton Victoria Rooms Management Committee

**THIS AUTHORISATION MUST BE DISPLAYED IN A PROMINENT PLACE AT THE BAR**

# EXPLANATORY NOTES : YOUR ALCOHOL LICENCE APPLICATION

## SECTION A

### Application for a LICENSED BAR to be PROVIDED at an event at The Milverton Victoria Rooms

This option is for people who do not want to run their own bar. The Management Committee would provide the bar and staff and take the profits from the bar. The charge for the provision of a bar is £15.

## SECTION B

### Application for permission to SELL OR SUPPLY alcohol at an event at The Milverton Victoria Rooms

This option is for people who wish to run a bar or otherwise sell or supply alcohol at an event that is **open to the public** and also for **private events** where alcohol will be **sold** to guests. The person who runs the bar or otherwise oversees the sale or supply of alcohol must be authorised by the Management Committee. (Some nominated representatives of established village organisations have the Committee's standing permission, subject to conditions – see the Annex to the Bar Rules.) The authorised person must be on site at all times during the event. He or she may recruit other helpers but remains personally responsible for the sale or supply of alcohol.

Whether or not you are charging for alcohol, if the event is **open to the public**, whether on production of a ticket or otherwise, you must have an authorised person responsible for the sale or supply of alcohol. The charge for this authorisation (unless the authorised person has standing authority) is £15.

## SECTION C

### Application for permission to SUPPLY alcohol during a private function at The Milverton Victoria Rooms which is not open to the general public, will be attended by invited persons only and at which there will be no charge made, either for entry or for alcohol

There is no charge for this permission, but the Management Committee needs to be aware of all functions at which alcohol is to be consumed in the village hall, including private parties. The Committee may refuse permission for a booking where alcohol consumption could become a problem, e.g. an 18<sup>th</sup> birthday party to which guests are formally invited, but at which alcohol is supplied free of charge.

## GENERAL NOTES

Any permission is granted **subject to the Committee's Bar Rules** and is limited to the sale or supply of alcohol for consumption **on** the premises only. Save in exceptional circumstances, permission will not be granted for the sale or supply of alcohol **after 11.00pm**. The function must end no later than 30 minutes after the sale or supply of alcohol ceases.

There is no need to notify the Management Committee of functions to which people bring their own alcohol for their own personal consumption. Hirers are reminded, however, that they are responsible for any breaches of the Conditions of Hire, including those relating to the sale, supply or consumption of alcohol.

You do not need to complete this form if you have the Management Committee's standing permission to sell or supply alcohol at functions or events run by your organisation – see the Annex to the Bar Rules.

Please return this form to the Bookings Secretary, preferably with your hiring form but in any case no later than 14 days before the date of your event or function.