

**SALE OF ALCOHOL  
IN RAMPTON VILLAGE HALL**  
(The Licensing Act 2003)

**No** special arrangements are necessary if:

- A hirer runs a free bar. A number of close friends can decide to share the cost of running a free bar, but at no time during the event must alcohol be sold.
- Guests to an event bring their own alcohol.
- Samples are provided free at say a wine tasting event. Orders for wine can be taken and paid for, but the wine must be delivered after the event.

**Sale of Alcohol**

If you wish to sell alcohol at your event, even if it is an event only for relatives and close friends or the price of the ticket includes an alcoholic drink, then you must apply for a Temporary Event Notice (TEN). Full details of the application procedure can be found on the South Cambridgeshire District Council website:

(<http://www.scambs.gov.uk/Business/Licensing/LicensingActandBill2003/default.htm>)

The charge is £21.

**Notes:**

- You should ensure that your hall booking covers sufficient time for setting up and tidying away the bar.
- As you are the hirer of the hall it is your responsibility to ensure that the hall is clean and tidy at the end of the session and that you return the key by the due time.
- There is a limit to the number of TENs that can be granted to the Village Hall each year. Please check availability with the Lettings Agent in good time to avoid any disappointment.