

**MARDEN MEMORIAL HALL**  
**ALCOHOL POLICY**  
**The Sale and Supply of Alcohol at Marden Memorial Hall**

The Licensing Act 2003 requires that there is a licence for the sale of alcohol at all events.

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);
- If the event has an entrance charge and you are providing a free drink.

A licence is not required if:

- The event is free, and drink is provided for free (for example a family wedding or party where alcohol is not charged for);
- If people bring their own drink with them to consume on the premises;
- If alcohol is donated by an individual (not an organisation charging for entrance)

**Temporary Events Notice**

Marden Memorial Hall does not hold a premises licence therefore:

- For most functions selling alcohol, an application for a “Temporary Events Notice” (TEN) is required. Applications are made via Maidstone Borough Council’s website: [Entertainment and alcohol - Maidstone Borough Council](#). The current cost is £21 per licence.
- Prior to applying for a licence please make the Memorial Hall Management Committee aware, as there is a limit on the amount of TEN licences a venue can be used for in any 12 month period.
- Please ensure you post applications off well before your event as you MUST have the licence before the event.
- The Management Committee must see a copy of the licence or a confirmation email prior to the event to be assured a licence is in place.
- The person who has applied for the TEN, and is named on the application, is legally responsible for the sale of alcohol.
- A copy of the TEN is displayed at the event.

In all cases where alcohol is supplied (either sold or free) it is the responsibility of the licence holder/hirer (if no licence is required) to ensure that no underage person is allowed to consume alcohol, under any circumstances.

If there is any doubt about a person’s age, credible identification must be provided (it is recommended that anyone who appears under the age of 21 be asked for evidence of age). Documentary evidence can be photo driving licence, a passport or a proof of age scheme card which carries the PASS logo.

You are responsible, by law, for seeing that the following items are adhered to and you are required to inform every person who is involved with the sale and supply of alcohol at your event to be made aware of the following points:

- The sale of alcohol to anyone under the age of 18 is illegal
- The consumption of alcohol by anyone under the age of 18 is illegal
- It is an offence for anyone to knowingly allow anyone under the age of 18 to consume alcohol on the premises.

It is a requirement of Marden Memorial Hall that you understand these responsibilities and agree to adhere to them.

In the event of disorderly conduct you are advised not to get physically involved but to call the police.