

# **Wadhurst Institute, Hall and Field**

## **Charitable Incorporated Organisation No. 1169908**

### **PREMISES LICENCE DECLARATION**

If you are planning a **Public Entertainment** event and/or intend to serve/sell **Alcoholic drinks** the following licensing arrangements shall apply for, which the Management Committee of the Wadhurst Institute, Hall & Field CIO (The Charity) is ultimately responsible:

#### **1. Longstanding community groups**

Occasional organised events run by longstanding local hirers for the benefit of their organisations and members and **specifically approved** by the Charity. These will be supervised under the then current terms of the Premises Licence granted to The Charity by Wealden District Council (LN/000002810).

#### **2. Regular Community markets**

Regular organised local markets run for the benefit of their member organisations and the community and **specifically approved** by the Charity. These will be supervised under the then current terms of the Premises Licence granted to The Charity by Wealden District Council (LN/000002810).

#### **3. All other hires (Individual or Ad hoc)**

These events will require the Hirer to obtain a Temporary Events Notice Licence (TEN) from Wealden District Council. **No event will be allowed** to take place without the TEN Licence being shown to the Caretaker in advance.

<https://www.gov.uk/apply-for-a-licence/temporary-event-notice/wealden/apply-1>

#### **Responsibilities**

It is the Hirers' responsibility to ensure that when alcoholic drinks are served/sold:

1. No nuisance is caused to persons neighbouring the premises
2. Instructions for persons serving/selling alcoholic drinks are understood and adhered to. These instructions include:
  - a. No drinks may be served to any person who is drunk, disorderly or aggressive
  - b. Sold to or for consumption by persons less than 18 years of age. Any person who appears to under the age of 18 must be asked to provide proof of age.
3. People leave the premises in a quiet and orderly manner
4. No one under the age of 18 is admitted unless accompanied by an adult.

#### **Declaration**

I understand and accept these conditions, and undertake to indemnify The Charity and its Management Committee if they are breached.

Signed:

Dated:

**Note: Smoking is not permitted in or around any of the Charity's buildings**