

# **NORMANDY VILLAGE HALL**

## **PREMISES LICENCE**

Normandy Village Hall's Premises Licence Summary is displayed on the notice board in the entrance lobby opposite the main car park. Our Chairman is responsible for the custody of the full licence.

### **Alcohol**

Our Premises Licence does not cover the selling of alcohol. If alcoholic drinks are included in a charge for entry, whether on the door or paid either in advance or after the event, this constitutes the sale of alcohol, as does payment for drinks by the glass, bottle, etc.

If any Hirer wishes to supply alcohol for a charge of any sort, they must first obtain specific permission in an email from the Booking Secretary, and then apply to Guildford Borough Council for a Temporary Entertainment Licence (TEN). It is important to allow sufficient time for the process. We are advised that GBC requires 5 working days from receipt of the application.

### **Music & Performances**

The Premises Licence lists and authorises various activities relating to music and performances from noon to midnight Monday to Saturday. If any Hirer wishes to carry out such activities in the morning on Monday to Saturday or at any time on a Sunday, they must first obtain specific permission in an email from the Booking Secretary, and then apply to Guildford Borough Council for a Temporary Entertainment Licence (TEN). However, this is not required if music is incidental to another activity (eg background music for an exercise class).

*Hirers may also require licences from the Performing Rights Society (PRS) in relation to copyright material, and /or the Phonographic Performance Ltd (PPL). These are separate from Premises Licence matters, and Hirers should check the PRS and PPL websites to ensure they comply with any licensing requirements.*

### **Limitations on TENs**

A maximum of 15 TENs per year may be granted by GBC for events at Normandy Village Hall and we therefore need to consider applications to ensure fairness to all our Hirers. We do recommend that you approach us well in advance if you wish the sale of alcohol to take place at your event.