



Guidance Notes to Hirers on Licensing Requirements

These notes are for guidance only. For more detailed information contact the Licensing Officer at S.D.C. on 01453 754 440 or email licensing@stroud.gov.uk

The Hall has a Premises Licence that permits certain types of events to be authorised. These are listed in the 'Standard Conditions of Hire' and are also available:

- On the Board in the Foyer at the Market House
- In the Health & Safety File held in the kitchen, at the Market House

This licence also identifies the hours during which the Licences are valid, in our case from 09:00 to 23:00 all days of the week.

These quoted times define the licence time limits for any event. Set up, strip down and attendees' arrival and departure can be outside these times.

The 'Standard Conditions of Hire' also lists other activities for which we **do not** have a license. If these activities are required for an event, then:

- First: Written permission must be obtained from the Management Committee for the event to go ahead
- Secondly: A special notice called a Temporary Events Notice (TEN) must be submitted to Stroud District Council. There is a limit to the number of TENS that can be submitted in any year.

A few examples for clarification:

- **Lectures, classes, exhibitions**
 - *No Premises Licence is required.*
- **Dances, concerts, choral singing**
 - *Premises licence covers these events if:*
 - They are held in the stipulated time-frame
 - No hot food / hot drink is served after 11:00 p.m.
 - No alcohol is served
- **Dinners, Private Parties**
 - *Premises licence covers these events if:*
 - They are held in the stipulated time-frame
 - No hot food / hot drink is served after 11:00 p.m.
 - There is no charge, implied or otherwise, for any alcohol provided, by glass or bottle. This means that there can be no charge to attend such events

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- **Fundraising Events, Commercial Events**
 - *Premises licence will only cover these events if:*
 - They are held in the stipulated time-frame
 - No hot food / hot drink is served after 11:00 p.m.
 - There is no charge, implied or otherwise, for any alcohol provided, by glass or bottle. This means that there can be no charge to attend such events

- **Fund Raising Events, Commercial Events and any of the above events where alcohol is sold by the glass or by the bottle or where hot food / hot drink are served after 11:00 pm**
 - *Premises licence will not cover such events.*
 - A Temporary Event Notice must be submitted to S. D. C. (see above)

- **Any Musical Event**
 - *Performing Rights Society licence must be obtained by the organiser of the event*