

**Application for consent for a Temporary Event Notice to be given for an event at  
Hampstead Norreys Village Hall**

Hampstead Norreys Village Hall is not licensed for the sale of alcohol.

I hereby apply to Hampstead Norreys Village Hall Management Committee for consent to give to the Licensing Authority a Temporary Event Notice to hold the following licensable activities at the hall on the following date(s), during the following hours and in the following location(s):

Date(s): .....

Time: .....

Description of event: .....

Licensable Activities: Sale of Alcohol

Location:     Main Hall\*  
                  Memorial Room\*  
                  (\* Delete as appropriate)

I hereby undertake to comply with the provisions of the Licensing Act 2003 (and any regulations thereunder) as they relate to Premises User holding a Temporary Event Notice (TEN) and to indemnify the management committee for any obligations thereunder. I undertake, in particular, to notify the Police Authority within the required time and not to allow the sale of alcohol to those aged under 18 or to those who are drunk or disorderly.

Signed by the person named at 1.3(a) or 1.3(c) of the Hiring Agreement (duly authorised on behalf of the organisation named at 1.3(b), where applicable):

Name (in capitals): .....

Signature: .....

I hereby authorise the person named above to give a Temporary Event Notice to the Licensing Authority for the area for the event described above on the date(s), at the time(s) and in the location(s) specified above.

Name: .....

Signature: .....

The required forms plus guidance notes for a Temporary Event Notice may be downloaded from: [www.culture.gov.uk](http://www.culture.gov.uk)

Should you need to cancel your event, please withdraw the TEN by informing the Licensing Authority no later than 24 hours before the start of the event period.. The Village Hall is only allowed 12 TENs per year.