



Mereside Community Centre
ALCOHOL SALES & LICENSING REQUIREMENTS
(Customer Information)

Our Community Centre does not hold a permanent Premises Licence that permits the commercial sale of alcohol (known as a 'cash bar' or 'pay bar'). Under the Licensing Act 2003, any retail sale of alcohol, or provision of alcohol included in a ticket price, must be authorised by a licence specific to the event date and location.

For your event to legally involve the sale of alcohol (including paid tickets with a 'free' drink), a **Temporary Event Notice (TEN)** must be successfully served to the Local Licensing Authority.

The responsibility for securing this authorisation lies with the Hirer, there are two options available. Please reach out to the team discuss the options below

Option 1: Hirer Applies for the TEN

The Hirer takes legal responsibility for the sale of alcohol and applies for the TEN directly to the Local Licensing Authority.

Requirement	Details
Applicant	The Hirer must be 18 or over and will be the legally responsible 'Premises User' for the event.
Application Process	The Hirer must serve a TEN to the Local Licensing Authority at least 10 clear working days before the event. A copy must be provided to the Centre Management immediately upon receipt.
Financial Impact	The Centre has an annual limit of 15 TENs. Your application will use one of these limits, and you must confirm this with Centre Management before applying.
Risk & Liability	If the TEN is rejected or if any licensing laws are breached, the Hirer is liable for all fines and penalties. The Centre Management reserves the right to cancel the event if the TEN is not received in advance.

Option 2: Using a Licensed Mobile Bar Supplier

The Hirer engages a professional, licensed mobile bar supplier to manage the service and licensing.

Requirement	Details
Supplier Responsibility	The Mobile Bar Supplier (a third party) must be a Personal Licence holder and will be the one to apply for and hold the TEN on behalf of the event. They will be the legally responsible 'Premises User.'
TEN Confirmation	The Hirer must ensure their contract with the mobile bar supplier explicitly states their responsibility for the TEN. A copy of the confirmed and acknowledged TEN must be forwarded to the Centre Management at least 7 clear working days before the event.
Centre Impact	The supplier's TEN will still count towards the Centre's annual limit of 15 notices, which must be agreed upon with Centre Management prior to final booking.
Conduct	The Mobile Bar Supplier must comply with all conditions of the TEN and must have their licence visibly displayed at the bar during the event.

All Events

Free Alcohol: No TEN is required if alcohol is provided to guests completely free of charge (e.g., a wedding where the host is providing all drinks and no ticket includes a drink).

- **Capacity Limit:** All events operating under a TEN are strictly limited to **fewer than 500 people** (including all staff, performers, and guests).
- **Proof of Licensing:** No alcohol sales are permitted on the premises without an authorised TEN on display. Failure to adhere to this will result in the immediate cessation of alcohol service and may lead to cancellation of your booking.