

Sadberge Village Hall Trading Ltd.

# RUNNING A BAR IN SADBERGE VILLAGE HALL

Do you want to have a bar at your function in Sadberge Village Hall?

Sadberge Village Hall has a Premises Licence, which means that – subject to certain conditions – you can run a bar at your function.

The main conditions are:-

- You need to arrange for either a Personal Licence holder or a Trustee of the Sadberge Village Hall CIO to take responsibility for managing the bar. This person – the Function Supervisor – must be present in the Village Hall whenever the bar is open. If you are arranging for a pub to run the bar at your function then the pub should be able to provide a suitably qualified person.
- You need to apply to the Sadberge Village Hall CIO Board of Trustees for permission to run the bar. You can get an application form from the Village Hall Bookings Secretary, Rosemary Delderfield. Your application needs to be returned to Rosemary **at least six weeks** before your function in order to allow time for it to be considered by the Board of Trustees (although it may be possible to consider applications at shorter notice in emergencies).
- You need to agree to the terms and conditions on the back of the application form. The terms and conditions are not meant to be unduly restrictive, but are intended to be common sense measures to ensure that cash bars in Sadberge Village Hall are managed in a responsible manner. The Licensing Authority is trusting us to manage our Premises Licence properly, and we are very keen to show that we are worthy of that trust.
- There is a £15 charge for permission to run a bar under the Sadberge Village Hall's Premises Licence.

If you have any questions about this then please contact the Bookings Secretary via 07566-215342 or via [sadbergevillagehall@outlook.com](mailto:sadbergevillagehall@outlook.com).