



LYTCHETT MATRAVERS VILLAGE HALL

Vineyard Close, Lytchett Matravers

Dorset, BH16 6DD

LYTCHETT MATRAVERS VILLAGE HALL

APPLICATION TO RUN A LICENSED BAR AT THE HALL

MANAGED BY: LYTCHETT MATRAVERS VILLAGE HALL MANAGEMENT COMMITTEE (LMVHMC)

EMAIL: Enquiries@lytchettmatraversvhall.co.uk

WEBSITE: www.Lytchettmatraversvhall.co.uk

Please return this completed form to the Committee before the event, along with payment of a £5 administration fee. This fee covers processing and oversight of the event licence. Where authorised, a signed copy will be issued for display at the bar during your event.

1. Hirer Details.

Organisation/Individual:			
Name of Main Contact:			
Tel/Mobile:		Email:	

2. Event Details

Function / Event Title:				
Date				
Duration	Start Time		Finish Time	
Hall space used:	Whole Building <input type="checkbox"/>	Main Hall <input type="checkbox"/>	Blanchard Room <input type="checkbox"/>	Kitchen <input type="checkbox"/>
Expected attendance:	Adults		Under-18s	

3. Bar Operator (person/company running the bar)

Person/Company			
Lead person on the night:			
Tel/Mobile:		Email:	
Personal Licence:	Yes: Licence number		No <input type="checkbox"/>

4. Alcohol Authorisation & Licensing

The Hall is licensed to sell alcohol during the following hours:

Monday to Thursday:	Friday & Saturday:	Sunday:
11:00 – 23:00	11:00 – 23:30	11:00 – 22:00

If your event occurs outside these or involves licensable activities not included in the Hall's licence, you must obtain a Temporary Event Notice (TEN) from Dorset Council and provide a copy to the Committee before the event.

Will a Temporary Event Notice (TEN) be used?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
TEN Reference No		



5. Responsible Retailing – Mandatory Controls

- Operate a Challenge 25 age-verification policy and refuse service where ID is not provided.
- Maintain a Refusals/Incidents Log and make it available to the Committee upon request.
- Prevent sales to persons who are drunk.
- Ensure no alcohol is sold to, or consumed by, minors.
- Ensure no alcohol is taken outside if prohibited by the licence/conditions, and no glassware is used outdoors if directed.
- Provide trained/competent staff, aged 18+, and adequate supervision of the bar area.
- Cease all sales at the authorised finish time and support a quiet, orderly departure.

6. Declarations

By signing below, the Hirer and Bar Operator confirm they have read and will comply with:

- Lytchett Matravers Village Hall Terms & Conditions of Hire (2025)
- The Hall Premises Licence conditions and hours, and any TEN granted for this event
- All laws on the sale and supply of alcohol, including the Licensing Act 2003

I/We, the undersigned, understand that non-compliance may result in the event being stopped and future bookings refused.

Hirer	Signed:		
Name:		Date:	
Bar Operator	Signed		
Name:		Date:	

Once completed and signed, please return to Lytchett Matravers Village Hall Management Committee by emailing to: Enquiries@lytchettmatravershall.co.uk

or by hand/post to the Village Hall post-box: Lytchett Matravers Village Hall, Vineyard Close, Lytchett Matravers, Dorset, BH16 6DD

7. Committee Authorisation (to be completed by LMVHMC)

This application is APPROVED. You are authorised for the retail sale of alcohol on the date and between the times shown in Section 1

OR

This application is REFUSED. You are NOT AUTHORISED to sell alcohol at any time in the Hall.

Committee Member	Signed:		
Name:		Date:	
Any Conditions or Notes			