

CHURCH OF ST.MICHAEL THE ARCHANGEL, MERE THE GROVE BUILDINGS

Advice on securing a Temporary Event Notice (TEN)

All users of the Grove Building must ensure that if any of their activities are considered to be Licensable Activities within the Licensing Act 2003 they must make application for, and be in **possession** of an **endorsed** License **prior** to the date of the event. The License is obtained by applying for a **TEN** (Temporary Event Notice) through Wiltshire County Council.

It is the responsibility of the event organiser or their nominee to secure the license, **NOT** the Church or the Grove Building Committee.

Activities which would normally fall under the requirement to secure a TEN are:

- selling alcohol (collecting donations for drinks is definitely **NOT** allowed)
- providing regulated public entertainment such as theatres, cinemas, or the facilities to enable such entertainment as a concert or band night etc.
- providing late night refreshment after 23:00 hours.

The application process is easy to complete and can even be done electronically through the use of a computer if you so choose. When you are planning an event and have decided that a TEN is required – apply for it in good time. A full month is advised.

At the time of producing this advice the appropriate forms and notes of guidance to obtain a blank TEN are most easily obtained by using your computer browser at:

[Wiltshire Council Temporary Events Notice](#)

The application form is in MS Word format. Pages 1 – 6 of the file is the application form itself (complete it on-screen, print and sign each), pages 7 – 12 are the guidance (so you only need to print 4 sets of pages 1 -6 once completed). Other supporting files from the Wiltshire County Council web site are in Adobe Acrobat Reader (pdf) format.

Please note that the application has to go to both the Wiltshire Council, District Licensing Officer – Salisbury Office (2 copies with payment - currently £21) **AND** one copy to the Wiltshire Police Licensing Officer. Keep the 4th copy for your records.

Do ensure that you complete the form fully and correctly – TAKE CARE. The £21 fee is non-refundable! The Grove Building address is Church Street, Mere, Warminster, **BA12 6DS** (Make sure to include the post code). The map reference is: ST 812 324 just in case your event is near the Grove Building, in the street outside, or on the Vicarage field.

BOOKINGS SECRETARY

Ian Treece, Parish Office, The Grove Building, Church Street, Mere, Warminster BA12 6DS ☎telephone: 0775 4524802