

## **The sale of alcohol at Hertford Town Council events**

Hertford Town Council holds a premises licence for the building and also the main Castle lawn during set dates throughout the year. The lawn licence does NOT cover the sale of alcohol, therefore stall holders wanting to sell alcohol MUST apply and pay for a Temporary Events Notice in order to sell alcohol on site.

In the first instance please complete the booking form and return with all paperwork and payment for approval.

Once approval has been granted by the events coordinator, you will be advised to apply for your temporary events notice by contacting East Herts Council via <https://www.eastherts.gov.uk/article/35467/Temporary-Event-Notices-TEN> or on 01279 65526.

If the licence is granted, please send a copy of the document to the event coordinator to fully guarantee your pitch. If this has not been received within 6 weeks of approval by the events coordinator, Hertford Town Council reserve the right to cancel your booking.

If the temporary events notice has been refused, a full refund will be granted by Hertford Town Council.

The stallholder is responsible for staking out a small queuing area around the bar that cannot hold more than 499 people in order to comply with the temporary events notice licence.

For more information please contact Sophie Archer on 01992 552885 or [sophie@hertford.gov.uk](mailto:sophie@hertford.gov.uk)