



HERTFORD TOWN COUNCIL

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, including vendors selling closed cap for offsite consumption, **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 two months before the event, 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.

Information for Bars:

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

Traders are responsible for the health and safety of themselves and their staff on site and should provide accident & incident report forms to the Event Coordinator should they occur on site.

Bar staff will operate Challenge 21

Refusal log to be kept by each bar and a copy provided to the Event Coordinator after the event.

Public Liability, Risk Assessment and DPS details must be obtained before the event.

Alcohol policy for Rock at the Castle (visitors) only:

- Alcohol brought on site will be limited to four cans of beer, cider/ pre mixed drinks (Gin and tonic etc) or one 750ml bottle of wine (which will be decanted on entry into plastic cups) per adult.
- No glass allowed.
- Open vessels will not be allowed on site, except for decanted wine.
- Open vessels will not be allowed to leave the site.

- No alcohol cannot be brought on site after 4pm.
- Confiscated alcohol will be secured in containers provided by HTC.
- Confiscated alcohol will be disposed of 24 hours after the event.
- All bars will stop serving alcohol at 6.30pm.
- Confiscated alcohol cannot be collected on exit due to administrative demands.

For more information, please contact the Hertford Town and Castle Events Co-ordinator Laura Dillon on 01992 552885 or by email at events@hertford.gov.uk.