

MORRELL ROOM MANAGEMENT COMMITTEE

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The Coombe
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MORRELL ROOM – NEW LICENSING ARRANGEMENTS

The Licensing Act 2003 comes in to force on November 24th 2005 and means a complete change to the way in which applications to run events at which alcohol will be supplied have to be made. The key points are summarised below and attached is a copy of the Temporary Event Notice (TEN) application form and guidance notes. Further copies of these can be obtained from the Department of Culture, Media and Sport whose website is at www.culture.gov.uk/alcohol_and_entertainment.

1. The Morrell Room licence will permit a maximum of twelve events (TENs) in any one calendar year.
2. A single event can last for up to ninety six hours.
3. The fee will be £21, payable to West Berkshire Council.
4. The event applicant must apply direct to West Berkshire Council using the form attached. Two copies should be sent to the Public Protection Service, West Berkshire Council, Faraday Road, Newbury, RG14 2AF. One copy should be sent to the Chief Police Officer, Thames Valley Police, Newbury Police Station, Mill Lane, Newbury, RG14 5QU.
5. West Berkshire Council requires ten working days notice in which to process the application. Any less notice will result in the rejection of the application.
6. The Morrell Room Committee is not involved in the application process. We are, however, required to maintain a record of all Temporary Event Notices issued. This record has to be available for inspection by West Berkshire Council at any time.

These notes are for general guidance only. The legislation governing these arrangements may be challenged by the courts. However, we must make it clear that **any event at which alcohol is bought or supplied is subject to the legislation.**

The Morrell Room Committee

For Bookings:
Mr Andy Taylor (Caretaker)
Tel: 01491 873855

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Church Lane
Streatley-on-Thames
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Registered Charity No. 300209