

You will need to apply for a TEN if you wish to hold a temporary event or function for entertainment purposes/alcohol sales that last for fewer than seven consecutive days and there will be less than 499 people attending.

Applications must be received 10 working days before the event is due to take place (DO NOT INCLUDE DAY OF SUBMISSION OR DAY OF THE EVENT, BANK HOLIDAYS, SATURDAYS AND SUNDAYS ARE NON WORKING DAYS). You can also submit an application between five and nine working days prior to the event (SAME RULES APPLY). This would be classed as a late TEN.

### Number of TEN's allowed per calendar year

| Type of applicant           | Number of TENs allowed            |
|-----------------------------|-----------------------------------|
| Non-personal licence holder | 5 (of which 2 can be late TENs)   |
| Personal licence holder     | 50 (of which 10 can be late TENs) |

There is a limit that each premises can only be covered by TEN's on up to 15 occasions per year (that amount to no more than 21 days in total).

### Do I need to apply for a TEN for my event

| Type of event   | Licence required  | Licence not required                                |
|---|---|---|
| Raffle with alcohol as a prize                                  | -   | No<br>Providing the alcohol is in sealed containers |
| Tombola with bottles of alcohol as prizes                       | -   | No<br>Providing the alcohol is in sealed containers |
| Private birthday party/wedding. Alcohol being sold at a pay bar | Yes<br>Would also be required for any regulated entertainment | -   |

| Type of event   | Licence required   | Licence not required  |
|---|--|---|
| Private birthday party/wedding. Alcohol being provided free of charge | -  | No for the alcohol<br>A TEN may be required for regulated entertainment |
| Charity event ticket only. With alcohol included in the ticket price  | Yes<br>A TEN would also be required if there was any regulated entertainment   | -   |
| Any event with a pay bar  | Yes<br>Sale of alcohol   | -   |
| Bring your own alcohol to an event e.g. quiz evening                  | -  | No<br>Providing that there is no corkage fee                            |
| Rural cinema/film showings  | Yes<br>Films are licensable entertainment unless the films are purely educational  | -   |
| Any event with entertainment e.g. disco, band                         | Yes<br>If the event is a private event then a licence is not needed unless the purpose of the event is to make a profit - this includes fund raising for charitable purposes                                     | -   |
| Race nights   | Yes<br>Comes under the showing of films. If there is any financial gain taking place you will need to seek advice under the Gambling Act 2005. Don't forget if you have alcohol sales you will require a licence | -   |

| Type of event   | Licence required   | Licence not required                                   |
|---|--|--|
| Poker nights  | Yes<br>Would only require a TEN if there are alcohol sales or entertainment taking place. There are very strict guidelines in place for poker under the Gambling Act 2005. Please contact the gambling commission for more information | -  |
| Mulled wine at a Christmas event  | Yes<br>If the wine is alcoholic and being sold, either by ticket, donation or cash   | No<br>If being given away or the wine is non-alcoholic |
| Late night refreshment<br>The sale of hot food and/or hot drinks between 11pm and 5am | Yes  | -  |
| Children's birthday party   | Yes<br>If music and performance of dance are being held  | No<br>If no music or dancing                           |
| Theatre   | Yes  | -  |