

Leatherhead Community Association

The Institute, 67 High Street, Leatherhead, Surrey, KT22 8AH
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Premises Licences Policy

Approved by Council February 2024

(Next Review: February 2026)

Preamble

The Association's Policy is to comply in full with all statutory licencing requirements relating to its activities.

Public Entertainment Music and Dancing Licence

The policy is to maintain a 'Premises Licence' with Mole Valley District Council (MVDC) under the Licensing Act 2003.

Recorded and Live Music Licences

The Association will pay for 'The Music Licence' from PPL PRS Ltd and will charge the cost to relevant hirers on a 'per session' basis.

Catering

The Association does not hold a licence for the preparation of food onsite. Pre-wrapped sweets and snacks can be made available for a donation. The Association operates a clean-catering policy (see Health and Safety policy) which has been approved by the local authority (MVDC).

Alcohol

Under the terms of our Lease we undertake:

"Not to sell or permit the sale or supply for payment of any alcoholic liquor whatsoever on the Premises and to ensure that a similar condition is imposed upon and observed by every hirer user or licensee of the Premises PROVIDED THAT this prohibition shall not prevent the consumption at social events or functions of the Lessee's or their licensees' or their guests' own liquor brought to the function or event by them and not supplied to them on the Premises"

The Association itself, and its hirers, are permitted to give (not sell) alcohol to those attending a gathering, on the requirement that this is done in moderation, under the responsibility of a designated and senior person.

The Association reserves the right not to hire a room to an organisation which intends (or seems likely to intend) conspicuous consumption of alcohol.

TV and Film/Video

The Leatherhead Community Association (LCA) does not hold a licence to profit from the showing of films/videos. The LCA does hold an account with Film Bank Media (FBM) to apply for a 'single title screening licence'. This allows the showing of films and the use of the FBM publicity materials. The LCA does not hold a TV licence. Hirers may also secure their own licences to cover activities involving Films/Videos.

Gaming Machines, Gambling and Lotteries

The Association's policy is not to be involved in such activities.

Fire Precautions

The Association works closely with the owners of the building to ensure compliance with their requirements.

For details refer to the 'Premises Licence', 'Music Licence' and 'Food Hygiene' files in the LCA office.

The Leatherhead Community Association is a Company limited by Guarantee

Registered No 7608015 England and Wales

Registered Charity No 1142164 England and Wales

Registered Address: The Institute, 67 High Street, Leatherhead, Surrey, KT22 8AH