

Temporary Events

- [What is a Temporary Event Notice?](#)
- [What are the limitations on temporary event notices?](#)
- [Download Temporary Event Notice \(TEN\) form](#)

A Temporary Event Notice (TEN) allows for licensable activities to take place at a venue that either has no licence or where a licence does not permit a certain activity.

One venue can have up to 12 TENs per calendar year with up to 499 people attending.

A TEN may run up to 96 hours and costs £21.00. TENs should be sent in duplicate to South Cambridgeshire District Council (cheques should be made out to SCDC) with a copy sent to the Chief of Police (Licensing), Cambridgeshire Constabulary, Parkside Police Station, Parkside, Cambridge, CB1 1JG.

Persons with a Personal Licence may apply for up to 50 TENs per calendar year and persons without a licence may apply for 5 per calendar year.

A TEN is required for:

- All retail sale of alcohol
- "Regulated Entertainment" to the public or with a view to profit - this does not include stand-up comedy

Regulated entertainment, subject to specified conditions and exemptions, includes:

- (a) a performance of a play;
 - (b) an exhibition of a film;
 - (c) an indoor sporting event;
 - (d) a boxing or wrestling entertainment;
 - (e) a performance of live music;
 - (f) any playing of recorded music;
 - (g) a performance of dance;
 - (h) entertainment of a similar description to that falling within (e), (f) or (g).
- Late Night Refreshment (the supply of hot food or drink between 23:00 and 05:00)

If you are unsure if you require a licence, [contact the licensing service](#).

You are required to send the notice at least 10 working days prior to any event and two notices must be served to the Council and one to the Chief of Police - Licensing. If you fail to give 10 working days notice or if you have exceeded either the premises or personal allowances, a counter notice may be served on you to prevent the event taking place.