

INTERNATIONAL
INSTITUTE
OF
LIVE
EVENTS



Event Licensing 101

YOUR ESSENTIAL GUIDE

Avoid fines, cancellations, or legal issues by understanding the essential event licensing requirements.





WHAT?

What is Event Licensing?

Event licensing refers to the legal permissions required to host an event. These licences ensure that events meet health, safety, and public regulations. Without proper licensing, your event could be shut down!









WHY?

Why Do You Need an Event Licence?

Having the right licence ensures:

-  **Legal compliance** (avoid fines & shutdowns).
-  **Public safety** (crowd control, fire safety).
-  **Smooth operations** (no last-minute issues).
-  **Good reputation** (avoid negative press & legal trouble).





Types of Event Licences



Entertainment Licence – For live music, DJ sets, performances.



Alcohol Licence – For selling or serving alcoholic drinks.



Food & Catering Licence – For selling food or hiring caterers.



Noise Permit – For outdoor events with amplified sound.



Health & Safety Compliance – For crowd control & emergency planning.





HOW ?

How to Apply for an Event Licence?

- 1 Identify the **type of licence(s)** you need.
- 2 Apply through your **local council or governing authority.**
- 3 Ensure compliance with **health, safety, and noise regulations.**
- 4 Apply **well in advance** – approval takes time!



Check with local authorities for specific requirements in your area.





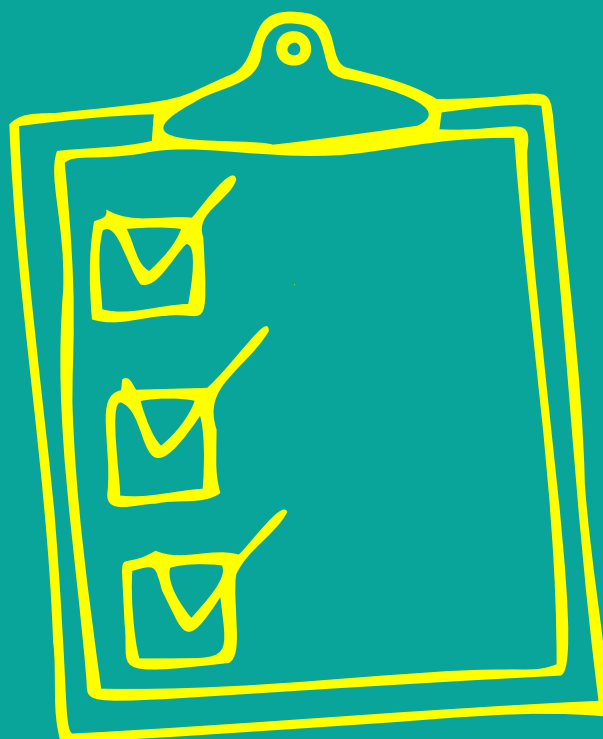
Common Mistakes to Avoid

- ❌ Not applying early enough.
- ❌ Assuming small events don't need licences.
- ❌ Forgetting about noise control regulations.
- ❌ Not having event insurance.



**Don't let a small mistake
ruin your event – stay
informed!**





Quick Licensing Checklist

- ✓ Do I need a Temporary Event Notice (TEN) or Premises Licence?
- ✓ Have I applied on time?
- ✓ Have I followed health & safety guidelines?
- ✓ Have I informed local authorities if necessary?
- ✓ Am I fully insured?



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