

Nayland with Wissington Village Hall and Webb's Meadow Playing Field Conditions of Hire

(dated 20 March 2010)

Introductory Notes

The Hall holds a licence for Public Entertainments and for the Supply of Alcohol. For details of licensable activities and the terms upon which these are permitted, see following pages.

Hall users are required, on authority delegated from the Village Hall Management Committee as licensee, to comply with the Terms, Conditions and Restrictions and Conditions consistent with the operating schedule upon which the licence is granted.

It is a condition of hire that hall users indemnify the Village Hall Management Committee for any costs incurred as a result of the hirer failing to comply with the said Terms, Conditions and Restrictions and Conditions. By placing a booking, hall users agree to give such an indemnity.

1 Instructions for Users of the Hall

1.1 Using the Hall. As a Village we are very proud of our Hall and we expect all users to treat the hall, furniture and fittings with great care. We expect the Hall to be vacated on time and left clean with all waste placed in the dustbins outside.

a. **Keys.** The key may be collected up to 30 minutes before the hiring time. (details for collection will be included in the confirmation form) The key must be returned within an hour of the end of the booking. Failure to do so may result in retention of some or all of any additional deposit.

b. **Access.** Access to the hall is allowed from the time the Hall was booked and not before. When booking please allow time for setting up the hall before your activity starts.

c. **Departure.** Please allow time for cleaning up after your activity when booking the Hall. Frequently we have consecutive bookings and it is frustrating if the incomer cannot gain access from the time they booked and the Hall is not in a clean state.

1.2 Kitchen Equipment

Tea towels are not provided. Cutlery can be provided upon request, for an additional fee.

1.3 First Aid

The First Aid box is in the shelf near the cooker, in the kitchen. Please record any incident requiring first aid in the notebook provided on the shelf. If you need medical help, the nearest doctor's surgery is on Bear Street in Nayland (tel 01206 262202). The nearest Accident and Emergency Department is at Colchester General Hospital.

1.4 Heating

The thermostat is on the wall under the clock in the hall. Please turn it up to a maximum of 20°C. Please remember to turn the thermostat back down to 15°C before you leave the hall.

If you need to put the heating on additionally, the heating controls are at the top of the stairs near the meeting room. Go through the door at the back of the hall (near the bar); the stairs lead up to the meeting room. The control boxes are on the wall behind the top of the stairs. Press either the button marked '1 hour boost' or 'manual override'. 1 hour boost is normally adequate. Do NOT press the buttons on the right of the box. If you have to use the manual override button please remember to cancel it when leaving the hall.

1.5 Lighting

- o Lights for the main hall: switch box on left of the door inside the hall.
- o All lights in the toilets and changing room areas are on sensors which bring the lights on automatically. They remain on while the area is occupied.
- o External lights are on a time-clock, timed from 4.00pm–10.30pm. This can be extended if necessary, using the time-switch located by the men's toilets.

- On leaving the hall, please ensure that all the lights are off.

1.6 Hearing Loop

Please note that the hearing loop microphone is for stage use only. The switch for this is located with the switchboard on the stage. The switch on the microphone itself is left on.

1.7 Kitchen

- Hot water for washing up is supplied by heaters underneath the two sinks. Controls are on the wall above both sinks.
- The wall-mounted heater automatically supplies scalding hot water for hot drinks. It heats up in a few minutes and must be switched off before leaving the hall.
- Please switch the microwave OFF at the plug after use.
- Please leave the cooker and the fridges ON at the plug after use.

1.8 Where to return the key

Please return the key to 99 Bear Street within one hour of leaving the hall

1.9 To seek assistance about using the hall or to report a problem:

Please telephone one of the village hall management committee. Please do not contact the key-holder.

2. Management Committee requirements

2.1 Supervision. When the hall is hired for youth or children's use there must be at least two adults present at all times. The adult in charge, or a delegated adult, must be aware at all times of where children or young people are when on the premises.

2.2 Deposits. To reduce administration, deposits will not normally be taken and a full hiring fee is required at the time of booking. There is no refund of deposit unless cancellation is received 30 days prior to date of booking.

2.3 Damage. Any damage to the hall, its contents or grounds, including the football pitch, must be paid for. The management committee reserves the right to request an additional deposit of £250 a week in advance of the event against potential damage, to be returned after the event.

2.4 Dances. Dances and other entertainment must be on a ticket only basis. No tickets may be on sale at the entrance to the Hall after 9:30pm

2.5 Smoking. Smoking is prohibited throughout the building.

2.6 Animals. No animals of any sort may be taken into the Hall or onto Webb's Meadow playing field without the permission of the committee.

2.7 Fireworks. No fireworks are to be set off inside the village hall or in the car park. Users MUST seek prior consent from the Village Hall Management Committee for fireworks on Webbs Meadow. In no circumstances will this consent be granted for fireworks after 8pm.

2.8 Smoke Machines. The use of Smoke machines is only permitted during theatrical performances, and with the advance permission of the management committee.

2.9 First aid. A first aid box is situated on the shelf in the kitchen. Any occurrence requiring First Aid or the attention of the emergency services MUST be recorded in the accident book located in the kitchen, together with the date of the occurrence and details of any first aid supplies used.

2.10 Furniture. Chairs and tables should be returned to the store room and the hall and all crockery and kitchen equipment should be left clean. If not, a charge will be levied for any extra cleaning required.

2.11 Security. Before leaving the premises, the hirer is responsible for locking the premises, switching off all lights and checking that the thermostat is set at 15 degrees.

3. Alcohol Licence

3.1 Consumption of Alcohol

If you intend to sell alcohol (for consumption on or off the premises) you must seek authorization from the Village Hall Management Committee at the time of booking and explain under what arrangements it will be supplied. (i.e. under the Village Hall Licence; an existing Licence Holder or a Temporary Event Notice)

To seek authorization please inform the Bookings Secretary of your intention to supply alcohol when booking the hall, using the form supplied. Please note that providing alcoholic refreshment as part of a ticket for admission constitutes the sale of alcohol under the terms of the Licensing Act (2003).

Alcohol must be provided by the hirer and supplied in fixed units (e.g. in cans) or in measures, in accordance with the 1988 No. 2039 Weights and Measures Statutory Instrument, i.e. The Weights and Measures (Intoxicating Liquor) Order 1988.

Alcohol must only be supplied within the terms of the Licensing Act 2003. Alcohol may NOT be sold to those under 18 years of age.

3.2 Temporary Event Notices (TENs)

You will need to apply to Babergh District Council for a Temporary Event Notice if either of the following apply:

- o You are planning an event involving licensable activities which are not covered by the existing licence or which takes place on hours which are not covered by the existing licence (4.1 below).
- o The Village Hall Management Committee requires that you do so.

TEN application forms are held by the Hall Bookings Secretary. These must be submitted to Babergh Council and the Police early enough that you can submit a copy of the TEN papers (if they are granted) to the Village Hall Management Committee a minimum of four weeks before the intended event. The Notice supplied must then be displayed in the Village Hall prior to and during the event taking place.

Please note that there can only be 12 events per year at the hall using Temporary Event Notices.

3.3 Opening Hours

The hall is available for bookings between the hours of 7am and 12 midnight.

The hall should be vacated by midnight.

4. Licence Details

4.1 Licensable activities authorized by the licence

Supply of alcohol (both ON and OFF the premises) from 12:00 until 23:30 hours (Monday to Sunday)

Licensed regulated entertainment activities from 09:00 until 00:00 hours (Monday to Sunday)

Plays (indoors and outdoors)

Films (indoors)

Indoor sporting events

Live music (indoors and outdoors)

Recorded music (indoors and outdoors)

Performances of dance (indoors and outdoors)

Anything of a similar description to that of live or recorded music or dance (indoors)

Provision of facilities for making music (indoors and outdoors)

Provision of facilities for dancing (indoors and outdoors)

Provision of facilities for entertainment of a similar description to making music or dancing (indoors and outdoors)

All licensed activities are authorized to extend until 01:00 hours on New Year's Eve

The licence permits the numbers in the Hall as follows:

Seated at tables	150 persons
Mixed occupancy (tables and dancing)	200 persons
Dancing only	280 persons

Closely seated audience

180persons

4.2 Conditions of the Licence

a. General Conditions

Every sale or supply of alcohol under the premises licence must be made or authorized by the Village Hall Management Committee.

A person must be identified on the application form who will be responsible for meeting the requirements of the alcohol licence and the hiring conditions.

The admission of children to the exhibition of any film shall be restricted in accordance with the film classification awarded by the British Board of Film Classification (BBFC), or any successor person or persons designated as the authority under section 4 of the Video Recordings Act 1984.

Where one or more individuals are being used at the licensed premises to carry out a security activity, each such individual must be licensed by the Security Industry Authority.

Glasses and opened bottles shall be retained or disposed of on the premises. Persons shall not be permitted to leave the licensed premises whilst carrying glasses or opened bottles.

Any performance or entertainment involving children shall be adequately supervised by a responsible adult or adults.

Users shall take all reasonable precautions for the safety of the public, performers or employees on the premises.

Users shall to the best of their ability maintain and keep order and decent behaviour on the licensed premises.

Users shall not allow any lewd, obscene or indecent performance to take place or any obscene poster, advertisement, film photograph or programme to be displayed or shown on any part of the premises.

No exhibition, demonstration or performance of hypnotism as defined in section 2(1a) and 5 of the Hypnotism Act 1952.

Users shall ensure that the noise level emanating from the premises does not cause a nuisance and remains at a reasonable level.

b. Fire and Safety Conditions

Fire exits must not be blocked at any time.

As there is no telephone in the Hall, users shall ensure that there is a mobile telephone, in full working order, (not all networks work in Nayland but Vodafone does) on the premises at all times the Hall is in use. This is to enable the Fire Brigade (or other emergency service) to be called immediately in the event of an emergency.

The fire alarm control box is situated in the entrance hall and a notice shows the area of the building where the fire has started.

c. Stewards

The minimum number of stewards present when members of the public are present shall be:

- 1) Up to 100 persons – 2 stewards
- 2) For each additional 50 persons or part thereof – 1 steward

Each steward shall be readily identifiable to members of the public and tabards are available in the cupboard below the counter of the entrance hall. Stewards should understand and be able to undertake the following:

- i. The action to be taken upon discovering a fire
- ii. The position of the exits
- iii. The operation of the emergency lighting and fire fighting equipment
- iv. Raising the alarm and correct method of calling the Fire Brigade
- v. Evacuation of the public in the event of an emergency

The Fire Brigade shall be called immediately to any outbreak of fire, however slight.

Please also ensure that you inform a member of the village hall management committee of any incident when the fire brigade has been called.

Should the alarm go off by mistake, instructions on how to stop it are displayed beneath it.

d. Exits

Exit doors shall only be secured in such a manner that they can be immediately and easily opened from within.

Exit doors and the external routes there from shall be maintained clear and unobstructed when members of the public are present.

e. Means of Escape

All parts of the premises used for means of escape in case of fire, shall be kept entirely free from obstruction, whether permanent or temporary, so as not to impede safe evacuation of the premises.

f. Seating

Seats shall be arranged so as to provide gangways not less than 1.1 metre in width which lead to and connect with exits. No seat shall be more than 3.6 metres from a gangway measured along a row of seating.

All parts of the premises to which the public have access shall be adequately illuminated in the absence of adequate daylight at all times when members of the public are present.

g. Drapes and Decorations

All drapes, curtains or similar hangings shall be of such material or be so treated that they will not readily catch fire. Curtains or drapes which have been required to be treated with a proprietary flame retardant treatment should be retreated at whatever period is specified by the manufacturers or suppliers of the treatment and this action recorded in the Hall log.

No combustible effects or decorations shall be used in the premises.

h. Electrical cables

Electric cables, flexes and other wiring must be laid in such a manner so as not to cause a hazard to those using the licensed premises.

Where any special lighting, amplification or other electrical equipment is to be used in or as part of the entertainment then that equipment shall be connected to the mains circuiting via a residual current detecting device (RCD). Such a device must have a rated tripping current not exceeding 30 milliamps. RCDs must be tested before use. If the device does not switch off the supply the use of the socket outlet must be prohibited until an electrical contractor has been consulted and the defect rectified.

No portable electrical equipment shall be used in the Village Hall or externally in Webb's Meadow without a PAT test certificate. This is a statutory requirement. The VHMC will not allow any uncertified equipment to be used. The Hirer shall ensure that a current certificate is available prior to the use of any equipment that requires a portable appliance test (PAT test) certificate. The test certificate shall be less than 12 months old.

Portable heating appliances burning liquefied petroleum gas or fuel oil shall not be used, and such fuels shall not be stored in the premises.

i. Car Parking

No vehicles shall be parked in such a way as to restrict the means of escape provided from the premises, or prevent the safe access and egress of the emergency services.

j. Persons with Disabilities

On those occasions when persons with disabilities are present on the premises, such special arrangements as may be necessary in the circumstances shall be made so as to enable all persons to leave the premises safely in the event of fire.

Unaccompanied persons with disabilities who are unable to walk either aided or unaided, should normally enter and leave the premises in a wheelchair.

If a disabled person sits in a wheelchair as part of the audience, the wheelchair should be placed in a position where it will not obstruct other people in an emergency and where a ready means of

exit is available. Where a disabled person leaves their wheelchair to occupy a seat, the wheelchair should be readily available, but where it will not cause an obstruction to an exit route.

k. Welfare and Hygiene

Where food is cooked and/or sold on the premises, the Licensee shall ensure that the requirements of the Food Safety Act 1990 and The Food Safety (General Food Hygiene) Regulations 1995 are complied with.

Hirers are requested to ensure that their guests are aware of the need to keep the noise level to a reasonable limit because of the close proximity of private houses especially at departure time.

Users must comply with the attached schedule of Terms, Conditions and Restrictions under which the Licence for alcohol and public entertainments is granted.