

# CLAVERTON DOWN COMMUNITY HALL

Charity Commission Registration Number 304478

## LOCAL GOVERNMENT (MISC. PROVISIONS) ACT 1982 & LICENSING ACT 2003 (as amended) Premises (Public Entertainment) Licence

The Licensees of the Hall will nominate a person over 21 years of age (the Hirer) to be in charge of, and present in, the Hall throughout the time of hiring and on any subsequent occasions, **and also to observe the following letting conditions:**

### REQUIREMENTS OF THE ABOVE ACTS:

1. Fire exits. These are signed and are push bar operated. They are to be kept clear at all times. The front entrance doors must be kept unlocked.
2. There shall be sufficient competent attendants over 21 years of age on the premises throughout the time of the letting.
3. The Licence covers the times:

|                      |                     |
|----------------------|---------------------|
| Mondays to Saturdays | 9.00 am to 11.30 pm |
| Sundays              | 9.00 am to 10.30 pm |

Maximum permitted number of people present: 150 persons.  
All activities are to cease at the above times, followed by quiet departure from the premises.
4. Nuisance. Nothing that may be, or may become, a nuisance, cause of damage or unreasonable inconvenience to occupiers of neighbouring properties shall be permitted. If amplification is used, the volume must at all times be controlled to avoid causing nuisance to local residents. For that reason, a professional-style disco is not permitted.
5. Conduct of Premises. The Licensee delegates the nominated person (the Hirer) to maintain good order and decent behaviour on the premises. The Licence prohibits a range of activities and visual effects (eg. strobe lighting, dry ice and smoke); any unusual activities must be checked against the Licence. In the interests of safety, **spillages should be wiped up without delay** and a step ladder used only with a steady attendant.
6. Fire Extinguishers. These have been approved by the Fire Authority, and are checked annually. From the entrance, the positions are: To the right in the entrance and at far right in the body of the Hall: general-purpose water extinguishers. On the left side of the stage by the front curtains: a dry extinguisher for electrical fires. A fire blanket and dry powder extinguisher are also kept in the kitchen. Any outbreak of fire, however slight, must be reported to the Fire Brigade. Naked flames are not permitted.
7. Alcohol. The Hall is not licensed for the sale of alcohol. Under Charity Commission rules it is forbidden to make any profit from the sale of alcohol on the premises. Private parties may hire a licensed bar for their event, but must not take any profit from the sales. For social events where food is provided those attending should be asked to bring their own drinks.
8. Smoking. In line with Government legislation, the whole of the Hall is a non-smoking area. It is the responsibility of the hirer to ask anyone in breach of this regulation to leave the premises.

### INFORMATION & CONDITIONS IMPOSED BY THE HALL MANAGEMENT COMMITTEE:

9. The Hall's insurance does not cover any property that hirers, their agents, their clients or their guests may bring to or leave on the Hall premises. Hirers should be prepared to effect their own insurance if they deem it necessary.

10. All vehicles parked on the Hall premises are left at the owner's risk. The Hall will accept no responsibility for loss from or damage to vehicles, however caused.
11. The hirer is responsible for safeguarding the welfare of all children and vulnerable adults on the premises.
12. Any breakage or complaint should be reported without delay to the Booking Secretary.
13. From past experience **teenage parties for the ages of 13 to 19 years are not permitted.**
14. Bookings cancelled with less than two weeks' notice will incur the relevant charge.
15. **Payment for a single event is to be made within two weeks of requesting a booking** and prior to the date of the event. Payment in arrears is acceptable from regular bookers, as agreed with the Booking Secretary. Payments should be made **by BACS bank transfer, or cheque** made payable to Claverton Down Community Hall and sent to the Booking Secretary.
16. Entry to the Hall is keyless via a push button code lock on the main entrance door. **The code will be provided when your booking is approved.** You will see a blue light and hear a peep. Turn the handle clockwise and open the door. On the inside of the door there is a snib (or holdback button). To allow free access to the Hall, turn the interior handle anticlockwise and move the snib across. All you have to do **on leaving** the Hall is to **move the snib back across and close the door.** Please be careful to do this so that the Hall is left secure.
17. As you leave the Hall, please make sure that the wall-mounted **water boiler in the kitchen is turned off**, the **doors and windows are secured**, particularly the curtained fire doors, and the **gates onto the road closed.** The booking fee does not include the services of a caretaker, so **please leave the Hall as you would wish to find it.** In the unlikely event that it should occur, please report any minor damage to the Booking Secretary, to avoid embarrassing the next user.
18. Under the Council's current waste collection regime we have to pay to dispose of our rubbish. To keep our costs, and therefore our hire charges, down, **we ask that hirers take away with them any rubbish that they create, particularly anything recyclable.** We are liable for a fine if recyclables are found in our waste and we would seek to recover this from the culprit. Please help us in this respect.
19. Exceptionally, the Hall Management Committee reserves the right to cancel a booking in the event of the Hall being required for use as a **Polling Station** for a Parliamentary or Local Government election or by-election, in which case the hirer shall be entitled to a full refund.
20. The nominated hirer will be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, and the behaviour of all persons using the premises whatever their capacity. The Hall Management Committee reserves the right to charge a deposit against breakages, damage or non-clearance of large amounts of rubbish.
21. The hirer shall ensure that any **electrical appliances** brought onto the premises and used there shall be safe and in good working order, and used in a safe manner. Any electrical appliances brought onto the premises must have been **PAT tested.**

**The Hall Management Committee reserves the right to refuse future hire of the Hall if any of the above conditions is broken.**

Dated 18th April 2019