

DENNINGTON VILLAGE HALL - SPECIAL CONDITIONS OF HIRE RELATING TO THE PUBLIC ENTERTAINMENTS LICENCE

Special Conditions of Hire to comply with the Public Entertainments License issued under the Local Government (Miscellaneous Provisions) Act 1982. For the purposes of these conditions, the term THE HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative of the organisation.

1. THE HIRER hereby acknowledges receipt of a copy of the Special Conditions of Hire relating to the Public Entertainments License for the premises.

2. THE HIRER not being a person under 18 years of age hereby accepts responsibility for being in charge off and on the premises at all times when the public are present and for ensuring that all conditions of the Public Entertainment Stage Play License relating to management and supervision of the premises are met.

3. THE HIRER must ensure vigilance if hiring the premises for any event where alcohol is consumed and should work with the Committee to prevent underage drinking through reinforcing the message to invited guests that underage drinking is illegal. The Committee reserves the right to ask guests for proof of age and could close down the bar and terminate the hire should they feel it necessary.

4. THE HIRER acknowledges that he/she has received instruction in the following matters:

- the action to be taken in the event of fire. This includes calling the fire brigade and evacuating the hall
- the location and use of fire equipment.
- escape routes and the need to keep them clear
- method of operation of escape door fastenings
- appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire

5. THE HIRER shall check in advance of the entertainment or play the following items:

- that all fire exits are unlocked and panic bolts in good working order
- that all escape routes are free of obstruction and can be safely used
- that any fire doors are not wedged open and that exit signs are illuminated
- that there are no obvious fire hazards on the premises

6. In addition to THE HIRER there shall be a minimum of (see Note 1 Page 3) competent attendants on duty on the premises to assist people entering or leaving, none of whom shall be less than 18 years of age. If most of the audience is under 16, additional attendants are required. All persons on duty shall have been instructed as to their essential responsibilities in the event of fire and other emergencies, including attention to disabled persons, the location and use of the firefighting equipment available, and how to call the fire brigade and evacuation procedure.

7. The number of people on the premises either for dancing or seated shall not exceed the number permitted under the Public Entertainment License granted in respect of the premises, [hereinafter called 'The License] (see note 3 page 3)

8. All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

9. The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

10. The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Management Committee.

11. Performances involving any danger to the public shall not be given and any event involving hypnosis is strictly forbidden.

12. Highly flammable substances and explosives shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Management Committee.

14. No unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Management Committee. Portable Liquified Propane Gas (LPG) heating appliances shall not be used.

15. The premises shall not be used for public entertainment except between the hours of 10 a.m. and 12 p.m. Monday to Friday, 10 a.m. and 11.45 p.m. Saturdays and 12 p.m. and 10.30 p.m. on Sundays unless special permission has been issued by Suffolk Coastal District Council and by the Management Committee.

NOTES

1. The minimum number of attendants on duty must be not less than:

(i) Up to 100 persons - 2 stewards

(ii) For each additional 50 persons or part thereof - 1 steward

2. Additional attendants are required if the audience is mostly under 16, or if there are many disabled people present.

3. The number of persons permitted on the premises shall not exceed:

	Main Hall & Bar Area	Meeting Room
Seated at tables	150	20
Dancing and tables	200	25
Dancing only	250	30
Closely seated, with/without stage	160/200	40/60

4. SMOKING IN ANY PART OF THE BUILDING IS FORBIDDEN BY LAW.