

Advice Sheet for Hirers

Special Conditions of Hire to comply with the Public Entertainment Licence issued under the Local Government (Miscellaneous Provision) Act 1982 / Theatre Licence issued under the Theatres Act 1968.

Licences

The Hirer/s hereby acknowledges receipt of a copy of the conditions of the Public Entertainment Licence / Theatre Licence for the premises.

1.1 If we believe that a Temporary Event Notice (TEN) would be in our best interests for this hiring, we will require you to give notice of a TEN.

Supervision

The Hirer/s, not being a person or persons under (21) twenty one years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present, and for ensuring that all conditions of Public Entertainment Licence / Stage Play Licence relating to management and supervision of the premises are met.

Health and Safety

The Hirer/s 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 Rendlesham Community Centre (RCC).

The location and use of Fire Equipment – RCCC to include a diagram of their location when handing over keys.

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.

Pre-Event Checks

In advance of the entertainment or play, the Hirer/s shall check the following items to make sure that:

All fire exits are unlocked and panic bolts are in good working order.

All escape routes are free of obstruction and can be safely used.

No fire doors are wedged open.

Exit signs are illuminated.

There are no obvious fire hazards on the premises.

Competent Attendants

The number of attendants on duty must be as specified in the Licence, and not less than:

TWO Adult attendants for up to 100 persons

THREE Adult attendants for 100-249 persons

FOUR Adult attendants for 250-499 persons

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

THEREFORE, there shall, in addition to the Hirer/s, be a minimum of _____ competent attendants on duty on the premises to assist people entering and leaving, none of whom shall be less than (18) eighteen years of age. If most of the audience is under 16, the number of attendants shall not be less

than _____. All persons on duty shall have been instructed as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the firefighting equipment available, how to call the fire brigade and evacuation procedure.

Capacity

Room 1: 110 seated 120 standing 95 Seated with tables.

Room 11: 48 seated 48 standing 38 Seated with tables.

Room 13: 32 seated 32 standing 25 Seated with tables.

Room 16: 48 seated 48 standing 38 Seated with tables.

You agree not to exceed the maximum permitted number of people per room including the organisers/performer/s

Means of Escape

All means of exit from the premises must be kept free from obstruction and immediately available for instant, free Public Exit.

Emergency Lighting

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 failure switching device.)

Outbreaks of Fire

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

Dangerous Performances

Performances involving danger to the Public shall not be given.

Explosive & Flammable Substances

Highly flammable substances shall not be brought into, or used in any portion of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the written consent of the RCCC.)

Heating

No unauthorised heating appliances shall be used on the premises when open to the Public without the consent of RCCC. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

Hours of Opening

The premises shall not be used for public entertainment except between the hours of 9:00 am and 11:30 pm, unless special written permission has been issued by RCCC.

Health & Safety Compliance

This document is to be retained by the Hirer/s.

Relevant to the room/s hired, the Hirer/s to be shown the location of:

1. RCCC First Aid Box	outside the Parish Council Office — please report if used	
2. Accident Record Book	kept with the First Aid Box — any accident or injury must be recorded	
3. Toilets		
4. Kitchen	with instructions on the storage of food and the removal of all rubbish	
5. Emergency Exits	with instructions on how to open	
6. Emergency Exit Route	identification, to be kept clear of obstruction	
7. Fire Doors	with instructions to keep closed	
8. Fire Alarm	with instructions on use	
9. Emergency Lighting	Room 01	
10. Fire Evacuation Procedure		
11. Location of Assembly Point	near the Village Green	

I have been instructed on the above and further agree that the following shall not be brought onto the premises in connection with the hire:

- Highly flammable substances
- Unauthorised heating appliances
- Animals and Birds (excluding dogs).
- No animals shall enter the kitchen at any time
- Illegal drugs

Food Safety: If preparing serving or selling food, I shall observe all relevant food health and hygiene legislation and regulations. In particular, dairy products, vegetables and meat on the premises shall be refrigerated and stored in compliance with the Food Temperature Regulations.

Electrical Appliance Safety: I shall ensure that any electrical appliances brought be my to the premises and

used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

Smoking is not permitted in the Community Centre: I shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches, etc, in a tidy and responsible manner, so as not to cause a fire nor cause a nuisance to others wishing to enter/exit the building.

I will consult with the Admin Office if I wish to put up any decorations or displays and agree to be bound by any instructions given about the suitability of materials used and their location.

In case of emergency requiring Police or Fire Service, the Hirer shall ring 999

FIRE EVACUATION PROCEDURE

Please familiarise yourself with the building's fire exits



ON DISCOVERING A FIRE

- 1 Raise the alarm by operating the nearest BREAK GLASS call point.
- 2 Call the FIRE SERVICE by dialling 999 and stating:
*Fire at Rendlesham Community Centre, Walnut Tree Avenue,
Rendlesham, Woodbridge, Suffolk, IP12 2GG*
- 3 Leave the building by the nearest available exit and cross the car park to SWINGS area on Rendlesham village green – see RED DOT on map above. Take care crossing the car park as it is busy at all times.
- 4 Wait for a head count to be taken by your party's responsible member.

ON HEARING A FIRE ALARM

- 1 Evacuate the building by the nearest available exit immediately.
- 2 Go to the SWINGS area on Rendlesham village green – see RED DOT on map above. Take care crossing the car park as it is busy at all times.
- 3 Wait there for a head count to be taken.

DO NOT

- 1 Attempt to tackle the fire.
- 2 Stop to rescue any property – either your own or otherwise.
- 3 Re-enter the building until cleared to do so by an authoritative person.
- 4 Wander off until a head count has been taken.

RENDESHAM COMMUNITY CENTRE CHARITY No. 1125733

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