

ST JAMES'S CHURCH CENTRE

52 WOODBOROUGH ROAD, WINSCOMBE BS25 1BA

SPECIAL CONDITIONS OF HIRE FROM 1ST JANUARY 2023

These Special Conditions of Hire include provisions required to comply with the Premises Licence issued under the Licensing Act 2003.

These conditions apply to all events at which regulated entertainment or the sale of alcohol takes place and are reproduced below from the Premises Licence in respect of the management and supervision conditions. The Premises Licence and all its conditions may be seen on the notice board in the entrance hall. The Hirer hereby acknowledges that the hiring must be in accordance with these conditions and agrees to comply with all the obligations.

1. Capacity and Supervision

There shall, in addition to the Hirer, be a minimum of two competent attendants, or three if there are more than 100 persons present, on duty on the premises to assist people entering and leaving, none of whom shall be less than 18 years of age. If most of the audience is under 18 or if there are many disabled people present, the number of attendants shall not be less than four persons on duty, who 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 fire extinguishers available, how to call the Fire Brigade and the evacuation procedure. At least two of the attendants should be trained in First Aid and should be in possession of a current first aid certificate

The primary duty of the attendants is to ensure that safe conditions are maintained in the premises and to achieve this, they should

- ensure that no overcrowding occurs in any part of the premises
- keep all gangways and exits clear at all times
- prevent standing on seats or furniture
- be aware of any special requirements needed to ensure the safe evacuation of the audience
- ensure that a suitable record is kept of the number of persons admitted to the premises, and the number of persons leaving the premises, so as to monitor that the total number of persons present at any time does not exceed 155. This record shall be made available for inspection by any authorised person from the Police, Fire Authority or Licensing Authority.

2. Age

The Hirer, not being a person under 18 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 the Premises Licence relating to the management and supervision of the premises and the Operating Schedule are met.

3. Dangerous and Unsuitable Performances

Performances involving danger to the public, or of a sexually explicit nature, are not permitted. In addition the hire of the Church Centre for any activity which is not consistent with the principles of the Christian faith including, but not exclusively, astrology, horoscopes, palmistry, tarot cards and fortune telling, will not be accepted.

4. Film Shows

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.

5. Means of Escape

All the exit doors shall be immediately available for use and those not fitted with panic bolts shall be kept unblocked and unbolted, and unless otherwise permitted by the Licensing Authority, all exit doors shall open in the direction of exit.

Barriers for checking and controlling admission shall not be used.

The public shall be permitted to leave by all exit and entrance doors after each performance. All exit doors must be open for use of the public at the end of each performance.

No person shall be allowed to sit or stand in any gangway, passage, and corridor or exit route during any performance. Such exit routes shall be kept entirely free from chairs or any other obstructions at all times.

6. Fire Safety

All scenery, wings, sky-borders, draperies, gauze, clothes, floral decorations, properties and curtains used, whether on the stage or in the hall, shall be rendered and maintained non-flammable, and highly flammable materials shall not be used for the costumes of the performers.

Cotton wool shall not be used for scenery or decorations or as part of the costumes of the performers, whether or not treated with flame retardant solution. Flammable decorations shall not be used.

7. Attendance and Seating

Total attendance must not exceed 155.

No more than 120 chairs may be used.

There shall be an unobstructed seat way or space of at least 305mm measured perpendicularly between the back of one seat and the front of the seat immediately behind.

A space of at least 1.05m deep shall be maintained in front of the row of seats nearest the stage.

The use of tables and chairs over the whole of the floor area of the hall is permitted, however suitable space should be allowed between tables to allow for the movement of people around the room. Tables and chairs should not be placed within 2m of the emergency fire exit doors.

Passages or gangways shall be provided to the satisfaction of the Licensing Authority. They shall be not less than 1.05m wide and shall lead directly to the exit doors. No portion of any gangway should normally be more than 18m from an exit from the auditorium or hall, measured along the line of the gangway.