

# Conditions of Hire

## Premises License

The hall is licensed for plays, films, live music, recorded music, performances of dance and the provision of entertainment facilities for making music and dancing.

These activities are only licensed during the hours of 8.00 am to 1.00 am on Monday to Sunday. On Christmas Eve and New Years Eve the hours are extended to 2.00 am.

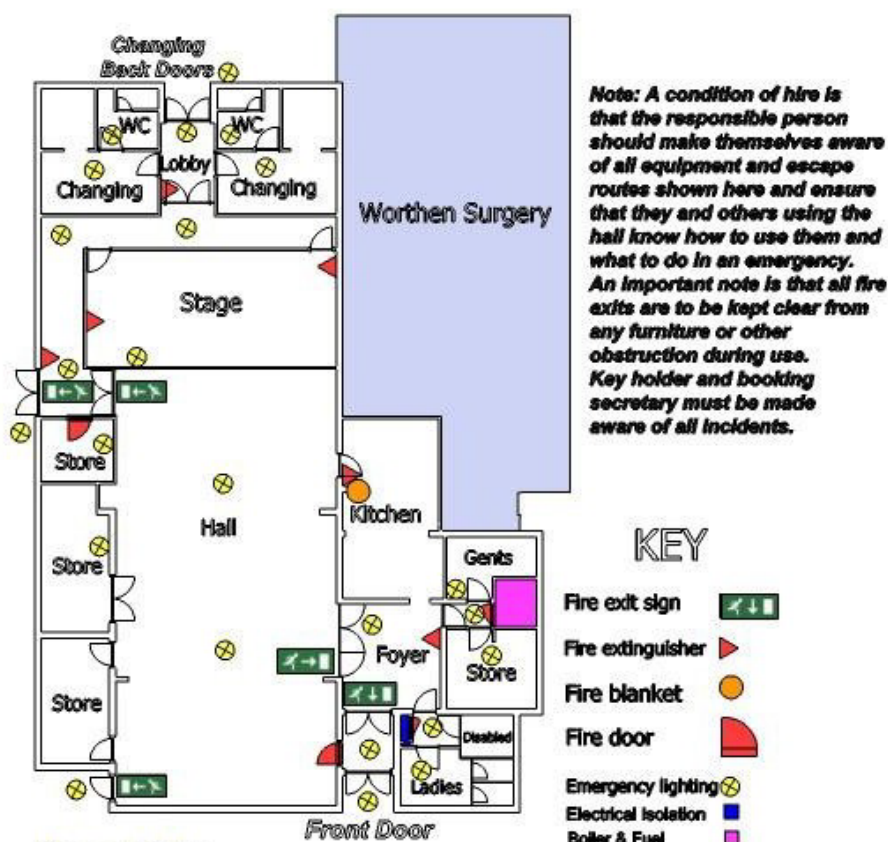
Hirers must ensure that their activities are within the terms of the licence.

If you wish to have a bar you must apply for an alcohol licence (Temporary Event Notice).

Please note that if you have a bar it must close by 11.55 pm.

## Fire Safety

### **WORTHEN VILLAGE HALL FIRE PLAN**



**Assembly Point**  
Righthand Side of Carpark

**IN THE EVENT OF FIRE**  
call 999 and ask for the Fire Brigade to attend to Worthen Village Hall and evacuate the building checking that all areas are unoccupied.

## Fire Safety continued

Maximum Numbers of Persons to be Admitted (including stewards and staff)

- When used for dancing 240
- When used for functions with seating at tables 120
- When used for dancing and with seating 190
- When used for closely seated audience 140

The Hirer must nominate at least one responsible adult to act as a steward for every 50 persons attending. These stewards should be aware of the routine in case of fire, the escape routes, operation of fire equipment and the evacuation of the hall in an emergency.

Chairs and tables and other furniture must be arranged so that all fire exits and passageways and gangways leading to exits are unobstructed at all times while the hall is in use. The Hirer should also ensure that the areas outside all fire exits are free from obstruction.

For a seated audience gangways of a minimum of 1067mm (3ft 6in) must be provided leading direct to exit doors. Also gangways of 1067 (3ft 6in) must be provided within seating such that no seat is more than 3660 mm (12ft) from a gangway measured in the line of seating.

If candles are used in the hall they must not be left unattended.

No smoking is permitted in any part of the premises.

Regular hirers must plan and carry out regular fire drills.

All hirers must make a plan for assisting the evacuation of disabled, elderly or infirm people or children in the event of an emergency.

The hirer must ensure that appropriate arrangements are made for the safety and protection of children and vulnerable adults. Regular hirers must have a written child protection policy and must comply with all current child protection regulations.

## Alcohol

The Hall is not licensed for the sale of alcohol. If you want a bar you must apply to Shropshire Council for a TEN (Temporary Event Notice).

The hall is only allowed a limited number of TENs each year. It is a condition of hire that you do not apply for a TEN finishing after 11.55 pm.

The hall secretary reserves the right to refuse a booking for hire with a bar if all available TENs have been reserved.

No plastic glasses to be used within the hall, the spill risk is greater from these and spillages damage the floor.

## Duration of Hire

The hall must be hired for the whole time you are in the hall. You need to allow time for setting out as well as cleaning and clearing away afterwards. Additional sessions should be booked for this if necessary.

## Payment of Hire Charges

The hire charge must be paid in full 14 days prior to the event together with the security deposit (if required). At least two weeks notice must be given for cancellation or the full fee will be payable.

## Use of the Stage

You must book in advance to use the stage.

Any hirer wishing to use the stage should discuss this with the booking secretary so that the stage can be organised to suit your event and ensure that other users requirements are satisfied.

The use of stage lighting needs to be planned in advance and agreed with the hall's stage technician.

## Music Licence & Recorded Music

The hall holds a Performing Right Society (PRS) Music Licence which licenses the performance of music on the premises.

The hall also holds a Phonographic Performance Licence (PPL) which is required if the hirer intends to play any recorded music or sound in any form (e.g. CD, DVD, MP3 or broadcast sound). This licence is restricted to non-profit making organisations associated with the hall. It does not cover commercial hirers.

It is a condition of hire that commercial hirers obtain a PPL licence before playing any recorded sound at the hall. The hirer may be asked to produce the licence for inspection.

## Damage by Hirer

Do not hang or stick anything on any walls or doors.

Wooden battens are provided around the walls of the hall and these may be used for hanging decorations or notices.

The hirer will be liable for the cost of repairing or replacing any loss or damage to the walls, other parts of the building or any equipment or fittings.

## Rubbish & Recycling

All rubbish and recycling items MUST be taken away by hirers as the hall has NO BINS available for hirer's use. NOTE Worthen Medical Practice has refuse bins located at the hall these MUST NOT BE USED by the hirers or their caterers.

## Cleaning & Clearing Away

The hall, foyer, kitchen and toilets must be left in a clean and tidy condition after the event, with the floors swept and tables wiped clean by hirer.

Putting out and clearing away the tables and chairs is the hirer's responsibility. These should be stacked neatly in the store room AS INDICATED ON THE INSTRUCTION NOTICES.

## Hall Parquet Floor

Please use the following procedure to protect the finish:

Sweep with a good brush or vacuum if necessary and finish with the dusting mop (the white shaggy one)

Any marks, mud or spillages should be spot cleaned with mop and cleaner (already diluted in small spray can), spray on and mop off (blue microfiber). The dusting mop is to be used for dry floors only.

## When you Leave

Please make sure before you leave the building that all appliances and lights are turned off and all doors, windows, fire, escape and front doors are securely locked.

## Keys

All private hiring can be unlocked with timed key code given and the hirer is responsible for access during their hire and final locking when leaving the Hall after their hire.

Please make prior arrangements with Mrs Rose Holz (01743 891305) for a key holder to meet you at the hall.