

SILCHESTER VILLAGE HALL Registered Charity No. 301947

STANDARD CONDITIONS OF HIRE

The Hall Booking Secretary should be consulted immediately if the Hirer is in any doubt as to the meaning of the following:

1. The Hirer during the period of the hiring is responsible for the care of the premises (the fabric and the contents) and the behaviour and safety of all persons using the premises whatever their capacity. This includes the supervision of car parking arrangements and ensuring that people leave the premises quietly and cause a minimum of disturbance to local residents.
2. The Hirer shall, before each function, check items such as: Are the floors dry and non-slippery? Are the emergency exits and escape routes known and free of obstructions? Are the hirer's electrical appliance cables free of wear and fraying? Are there signs of appliance overheating? Where are the first aid box and fire extinguishers located?
Note: This is not an exhaustive list so think about what might go wrong and how to manage that eventuality. In the event of an emergency, a public telephone is situated at the entrance to the car park.
3. The Hirer shall ensure that any live or amplified music (other than low background music) shall be contained during the function by keeping all windows closed. External doors shall also be closed except where necessary for access and egress. Persons attending should not be allowed within three metres of an operational loudspeaker and should not be exposed to an equivalent continuous sound pressure level (LAeq) of more than 104 dB in any public area. The peak sound pressure level in the public areas shall not exceed 140 dB.
4. The Hirer will ensure there are adult supervisors (over the age of 21) present at all times throughout the function and that they accept responsibility for ensuring good conduct and general safety. There shall be two such adults, or one per 50 guests, whichever is the greater.
5. The Hirer shall ensure that, throughout the whole of the period that the premises are used for entertainment, there shall be in attendance staff or other attendants over the age of 18 years trained in first aid, the safety precautions to be observed in the premises and the routine to be followed in the event of fire. The number of persons on duty shall be no less than 1 for every 100 persons present. The attendants should be readily identifiable to the public by means of conspicuous clothing or marking system which is visible under all lighting conditions. The first aid staff or attendants shall not consume alcoholic beverages whilst on duty.

6. The Hirer shall ensure that children are not present during any adult entertainment and that no poster, advertisement, photograph, sketch etc. shall be displayed on the premises which will be injurious to morality or incite to crime or to lead to disorder or to be offensive to public feeling. Advertisements shall clearly show audience suitability.
7. The Hirer is responsible for ensuring that all empty drink cans, bottles etc. are placed in the dustbins provided or in the wheelie-bin at the front of the premises. Waste food and litter shall be disposed of in the bins provided.
8. The Hirer shall not sub-let the premises. Striptease acts or those involving the removal of garments, whilst in view of the audience, shall not be permitted. Acts of hypnotism or any similar act are not permitted unless specifically authorised by the Licensing Authority in writing. The premises shall not be used for any unlawful purpose.
9. The Hirer shall ensure compliance with the Performing Rights Society's Licence and the Premises Licence ego allowing Police, Fire and Licensing Authority officers access at all times and not allowing any drunken or disorderly persons to be admitted to the premises.
10. The Hirer shall ensure that the maximum number of persons in the main hall shall not exceed 200 and that the maximum number in the club room shall not exceed 50 and that all persons leave by midnight. All entertainment must finish at 23:30 hours.
11. The Hirer shall ensure there are no special effects ie. stroboscopic lighting, smoke, laser, real flame, pyrotechnics, firearms, foam etc. without the consent of the Licensing Authority in writing.
12. The Hirer shall reimburse the Committee for the full cost of repairing all damage done to the property and contents as a result of the hiring.
13. If the Hirer wishes to cancel the booking then one calendar month's notice is required. If less than one calendar month's notice is given then repayment of all or part of the hiring charge shall be payable. The amount is solely at the discretion of the Committee. If the Hirer books the hall but doesn't use it then he/she is still responsible for paying the hiring fee.
14. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean, tidy, safe and secure condition. Any contents temporarily removed from their usual positions shall be properly replaced. Should it be necessary to clean up after the Hirer then the Committee shall be at liberty to make an additional charge to cover extra caretaker costs. **BEFORE LEAVING THE PREMISES THE HIRER MUST ENSURE THAT ALL WINDOWS AND EXTERNAL DOORS (INCLUDING EMERGENCY EXITS) ARE PROPERLY CLOSED AND THAT ALL LIGHTS ARE TURNED OFF.**
15. The Hirer shall pay a Special Deposit of £100 to the Committee at time of booking. The Committee will repay it, less the cost of rectifying any damage or completing extra cleaning as a result of the hiring, within 48 days of the termination of the period of hire.

16. Special Conditions applying to this hiring are set out on the attached sheet.
17. Payment of the balance of the hiring fee is to be made at least 48 hours before holding the event for which the hall is hired (an initial deposit having been paid on the signing hereof).

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SPECIAL CONDITIONS OF HIRE

ALCOHOL

1. **The Hirer** shall ensure that no alcohol is sold on the premises except by arrangement with the Designated Premises Supervisor. The inclusion of free alcohol in the sale of tickets is prohibited.
2. **The Licensee or a responsible person** nominated by the Designated Premises Supervisor in writing, over the age of 21 years, shall be in charge of and on the premises at all times when the public are on the premises and such persons shall be instructed in the evacuation procedure in case of emergency. This person must ensure he/she possesses a copy of the License and conditions and that all conditions relating to management, safety and supervision are met.
3. **The Hirer** must ensure that no children under the age of 18 are permitted in the hall if alcohol is being sold or served.

LIGHTING

1. **The Hirer** must ensure that all outside lights are on, from dusk onwards, whilst the hall is occupied.

SHOWING OF FILMS

1. No literary, dramatic, musical, film or video work shall be performed or shown at the premises without obtaining all necessary copyright licenses and theatre, film, video and premises license with or without the sale of alcohol. No such work shall be performed or shown without the prior approval of the Lettings Officer and no alteration to the work shall be made after such approval.

PLAYS

1. **The Hirer** must ensure that seats or chairs for the audience are battened together in lengths of not less than 4 and not more than 12 seats.
2. **The Hirer** must ensure that gangways are of adequate width for the number of seats served but shall in no circumstances be less than 1.05m wide.
3. **The Hirer** must ensure that, except with the consent of the Licensing Authority in writing and subject to any conditions which may be attached to such permission, explosives or highly inflammable substances are not brought in or used on the premises.
4. **The Hirer** must ensure that flown scenery is suspended from wire ropes, attached either to counterweights or self-sustaining winches, so as to retain full control of the scenery while in use.

HEATING

1. **The Hirer** must ensure that no form of heating, other than that approved by the Licensing Authority, shall be used in any part of the licensed premises.
2. **The Hirer** must ensure all heating appliances are suitably guarded and fixed in position in such a manner so as to prevent unauthorised persons having access to the controls or being able to approach sufficiently close to the appliance to endanger themselves.
3. **The Hirer** must ensure that no portable liquefied petroleum gas (LPG) heater is on the premises when members of the public are present.

EQUAL OPPORTUNITIES

The community centre shall be open to all members of the community regardless of race, nationality, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

April 2006