

DENNINGTON VILLAGE HALL - STANDARD CONDITIONS OF HIRE

For the purpose of these conditions, the term THE HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. (If THE HIRER is in any doubt as to the meaning of the following, a Committee Member should immediately be consulted).

1. THE HIRER will, during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behavior of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. THE HIRER shall ensure that at the end of the session of hire, the table tops are cleaned, the tables folded and stacked neatly in the store room along with the chairs which should also be neatly stacked according to the instructions of the Hall Manager or Floor Plan. The floor must be swept, and rubbish placed in black bin bags. Items such as decorations brought to the premises by THE HIRER should be removed.
3. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.
4. THE HIRER shall be responsible for ensuring that no persons shall bring onto the premises or consume thereon alcoholic liquor which has not been purchased from the Village Hall's licensed bar facilities unless there has been prior agreement with the Village Hall, otherwise a Bar charge of £50 will apply.
5. THE HIRER shall ensure that nothing is done or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
6. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
7. THE HIRER shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
8. THE HIRER shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order, and used in a safe manner.
9. THE HIRER shall indemnify the Committee against the cost of repair of any damage done to any part of the property including the cartilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.
10. If THE HIRER wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Committee.
11. THE HIRER shall ensure that the minimum of noise is made on arrival and departure and accept responsibility for any complaint made under the Environment Protection Act 1990 as amended.
12. THE HIRER must ensure vigilance if hiring the premises for any purpose 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 their age and could close that bar and terminate the hire should they feel it necessary.

DENNINGTON VILLAGE HALL - SPECIAL CONDITIONS OF HIRE

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.

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
 - * 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 [Note 1 Page5] competent attendants on duty on the premises to assist people entering or leaving, none of whom shall be less than 18 year of age. If most of the audience is under 16, the number of attendants shall not be less then [Note 2 Page5]. 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. **Capacity** - The number of people on the premises shall not exceed for dancing, or seated the number permitted under the Public Entertainment License granted in respect of the premises, [hereinafter called 'The License'] (see note 2 page5)
8. **Means of Escape** - All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.
9. **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 mains failure switching device).

10. **Outbreaks of Fire** - The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the secretary of the Management Committee.
11. **Dangerous Performances** - Performances involving any danger to the public shall not be given and any event involving hypnosis is strictly forbidden.
12. **Explosives and Flammable Substances** - Highly flammable substances shall not be brought into, or used in any part of the premises.
13. **Decorations** - No internal decorations of a combustible nature (e.g. Polystyrene, cotton wool) shall be erected without the consent of the Management Committee.
14. **Heating** - 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. **Hours of Opening** - 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 as specified in the licence (and not less than):

(i) Up to 100 persons - 2 stewards

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

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

	Main Hall and Bar Area	Small Hall
Seated at Tables	190	40
Dancing & Tables	250	20
Dancing only	325	30
Closely seated (without stage)	250	50

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

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