

# WETHERDEN VILLAGE HALL - CONDITIONS OF HIRE

Incorporating

MID SUFFOLK DISTRICT COUNCIL LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 LICENSING OF PUBLIC ENTERTAINMENTS

The premises shall not be open for any of the purposes covered by the above Licence on Sunday, Christmas Day, or Good Friday. Except with the written consent Of the Mid Suffolk District Council as licensing authority the premises shall not be opened for any of the purposes covered by the above Licence except between the hours of 10.00 a.m. and 11.30 p.m.

The Hirer, not being a person under eighteen years of age, shall take all responsible precautions for the safety of the public and performers and employees whilst on the premises and will, during the period of 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 behaviour of all persons using the premises whatever their capacity.

Without prejudice to the generality of the above, the Hirer shall ensure that:

The number of persons permitted on the premises at any one time shall not exceed:

Seated at tables Persons 80 - 100

Mixed occupancy (tables & dancing area) 100 Persons

Dancing 120 Persons

Closely seated audience 150 Persons

In no circumstances shall any part of the premises be allowed to become overcrowded.

Seats should be so arranged to provide gangways not less than 1.1m in width which must lead to and connect with exits.

No seats should be more than 3.6m from a gangway measured along the row of seating.

All parts of the building to which members of the public are admitted and all passages, courts, corridors and stairways to which members of the public have access, shall be illuminated by the general lighting at all times, members of the public are on the premises after the hours of darkness.

No combustible decorations or effects shall be used in the premises except by permission of the Licensing Authority.

All the means of exit in the premises shall be kept free from obstruction and constantly in such a state as to be available for install free public egress.

The premises and any fittings (including any floor coverings), stairways, notices, lavatories, and seating shall be kept free from obstruction. No unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Management Committee.

Smoking or vaping is not allowed on the premises, and real or artificial smoke shall not be produced, nor laser effect lighting used in the premises, nor shall gas filled balloons be allowed on the premises except in accordance with the prior written consent of the Licensing Authority.

Any outbreak of fire, however slight, shall be reported to the Suffolk Fire Authority immediately and in any event within 24 hours.

No cars shall be parked in such a manner as to restrict or obstruct the means of escape provided from the premises.

At all functions for which the premises are licensed there shall be in attendance at least three stewards. Such stewards shall be made fully aware of the position of exits, operation of emergency lighting and firefighting equipment, and be able to give full assistance in evacuating the premises in the case of an emergency. Such stewards should also be readily identifiable to members of the public in the event of such emergency.

The Hirer or responsible person nominated by him/her in writing for the purpose shall oversee and upon the licensed premises during the whole time they are open to the public.

The Hirer shall not permit drunkenness or other disorderly conduct on the premises.

The Hirer shall not permit the use of the premises to become a nuisance to neighbouring occupiers or passers-by.

No exhibition, recitation, singing or dancing which is obscene, immoral, offensive to public decency or calculated to excite any breach of the peace, shall be allowed.

At the end of the hiring, the Hirer shall promptly remove any equipment or goods which have been brought on to the premises and be responsible for leaving the premises in a clean and tidy condition, (including removing food waste to the external black bin). properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge.

The Hirer must not permit the use of footwear which is likely to damage the floors.

The Hirer will be held solely responsible for any damage or deterioration to any part of the property including the curtilage thereof or the contents of the buildings which may occur during or because of the hire.

Any spillages of fluid should immediately be mopped up to avoid accidents by slippage (please do not use excessive water on the wooden floors)

Please do not use ladders unless fully trained to do so. In case of emergency the main fuse box is in the storage room in the main hall. Please replace tables and chairs to their storage positions taking care not to stack chairs to high

The Management accept no responsibility for any vehicles, goods or articles etc. left on the premises.

In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

It is the responsibility of individual hirers to ensure that they comply with any appropriate laws, rules, and regulations regarding the safeguarding of children and vulnerable adults.

The Hirer agrees with the Committee to observe and perform the provisions and stipulations contained in these 'Conditions of Hire' however received.