

# KEINTON MANDEVILLE VILLAGE HALL AND PLAYING FIELD TRUST

Registered charity number 1057420

## SPECIAL CONDITIONS OF HIRE

Where Keinton Mandeville Village Hall is used for "Public Entertainment" (other than an event involving relatives or close friends) then Somerset County Council impose the following conditions. These must be adhered to by the **hirer**. These are in addition to the Standard Conditions of Hire.

1. The premises shall not be used for public music, dancing or other public entertainment of the like kind except between the hours of:

**12:00 – 22:30 Monday to Thursday**

**12:00 – 00:30 Friday**

**09:00 – 01:30 Saturday**

**10:00 – 21:30 Sunday.**

2. The premises shall not (except with the prior consent in writing of the Council) be opened or used for the purpose of this licence on Christmas Day.

3. The maximum number of persons to be allowed on the premises shall not exceed:

**252 persons- when used by a closely seated audience. Conditions apply.**

**360 persons - when dancing, no seating.**

**120 persons- when seated at tables**

**120 persons- when used for dancing and seating is also provided at tables.**

4. **Noise.** The level of noise emanating from the premises must not be such as to cause a nuisance or annoyance to the occupiers of any other premises. Any form of amplification shall be controlled to prevent such annoyance or disturbance.

5. **Conduct.** The **hirer** shall not permit drunkenness or other disorderly conduct on the premises.

6. **Safety.** The **hirer** shall take all due precautions for the safety of the public, performers and employees and retain control over the premises during the event.

7. **Public order.** No poster, advertisement, photograph, sketch, synopsis, or programme shall be displayed, sold or supplied on the premises by or on behalf of the **hirer**, which is likely to be injurious to morality, encourage or incite crime or lead to disorder, be offensive to public feeling or contain offensive representations of a living person.

8. **Breach of the peace.** The **hirer** shall in all things conduct the premises decently, soberly and in an orderly manner. Nothing contrary to sobriety, decency or good manners shall be performed, produced, exhibited or represented herein. No profanity or impropriety of language, dress, dance or gesture is permitted on the premises. Nor anything which is anyway offensive in the circumstances to public feeling or calculated to produce riot or breach of the peace.

9. A police officer, officer of the Fire Authority or person appointed by the Council for this purpose shall have free ingress into the premises. All parts of the premises shall be open to inspection during the hours stated on the licence.

10. **The hirer shall ensure that all exit lights are illuminated whilst the building is in use.** The switch is in the foyer by the front door.

11. **Fire exits:** 2 sets of patio doors, the kitchen door and main entrance doors are fire exits. They **must be always kept unlocked and unbolted and available for immediate use** when the public are on the premises.

12. Barriers for checking or controlling people must not be used without permission of the Council.

13. **Seating.** Seating **must** be arranged to allow clear means of egress from the premises:

Closely seated audience:

1. chairs shall be secured together, in lengths of no less than 4 seats in a section.
2. There **must** be an unobstructed seat way or space of at least 300mm (30cms), measured between perpendiculars between the back of one seat and the front of the seat immediately behind it.
3. The number of seats in a row shall not exceed:
  - a. Seven seats where there is a gangway at one end only (this may be increased to 11 seats providing the seat way is increased to 400mm (40cms).
  - b. 14 seats where there is a gangway at each end of the row
  - c. A space, **at least** 760mm (76cms) deep **must** be maintained between the stage and the front row of seats.
  - d. Space must be made available for wheelchair users and must provide easy egress for the person.

14. All passageways **must** be at least 1100mm (110cms) wide and must lead directly to the exit doors.

15. **Lighting and electrical.** No temporary lighting shall be installed without prior permission from the Council, who in giving consent may attach such conditions as they deem necessary.

16. **Fire hazards.** No real flame, explosives, highly flammable substances, or smoke (real or artificial) shall be produced on the premises, unless prior consent has been obtained from the Council.

17. **Hirer responsibility.** The **hirer** must be aged over 18 years. The **hirer**, or nominated responsible person, must remain on the premises at all times when the public are present to ensure all conditions of the licence are met.

18. The **hirer** or nominated responsible person (appointed in writing by the **hirer**) must be assisted by a staff of attendants (over 18 years of age) on the basis of one attendant for every 200 persons or part thereof.

19. The **hirer** or appointed responsible person **must** instruct every employee/ volunteer /helper on safety precautions to be observed and the action to be taken in the event of an emergency. Notices displaying evacuation procedures are on display at the hall.

20. The Fire brigade **must** be called at the outbreak of a fire however slight.

21. Portable appliances burning LPG or fuel oil **must not** be used in the building.

22. **Equipment and materials.** Party decorations cannot be used unless they can be affixed directly to a surface.

23. Any form of decorative lighting **must** be of a standard approved by the Council.

24. **Safeguarding.** The **hirer** must comply with all legislation which promotes to safeguard children and adults at risk (including the Children Act 2004 and the Care Act 2014.) If the hall is hired for an event providing entertainment for children and the number of children exceeds 100, then the following **must be in place**:

1. station and keep stationed wherever necessary sufficient responsible adults who are properly instructed, to prevent more children or other persons from entering the building.
2. control the movement of the children or other persons entering or leaving the building
3. take appropriate precautions to ensure the safety of all the children.