

LANDFORD VILLAGE HALL

Registered Charity No. 1054017

SPECIAL CONDITIONS OF HIRE

Special Conditions of Hire to comply with the Public Entertainments Licence issued under the Local Government (Miscellaneous Provisions) Act 1982.

For the purposes of these conditions, the term HIRER shall mean an individual Hirer or where the Hirer is an organisation, the authorised representative.

1. The HIRER confirms that they have seen and read a copy of the Public Entertainments Licence for the premises (if applicable).
2. The HIRER being a person over 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the Public Entertainments Licence relating to management and supervision of the premises are met.
3. The HIRER should familiarise themselves with the action to be taken in the event of fire and note the following:
 - the address of the Hall is Lyndhurst Road, Landford, Wilts. SP5 2AE;
 - the location and use of firefighting equipment;
 - escape routes and the need to keep them clear;
 - the method of operation of escape door fastenings;
 - appreciation of the importance of any fire doors and of closing all fire doors in the event
 - of a fire;
 - the location of fire assembly point(s) in the car park;
 - in the event of evacuation of the Hall, the Hirer must ensure that no-one re-enters the building.
4. In advance of the entertainment or play, the HIRER shall check the following:
 - 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 no fire doors are wedged open;
 - that exit signs are illuminated;
 - that there are no obvious fire hazards on the premises.
5. There shall, in addition to the HIRER, be the following number of competent attendants on duty on the premises to assist people entering and leaving:
 - 2 attendants for up to 100 persons
 - 3 attendants for 100-249 persons
 - 4 attendants for 250-400 persons

All attendants must be over the age of 18. Additional attendants are required if the audience is mostly under the age of 16, or if there are disabled persons present. All persons on duty shall have been instructed as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the fire fighting equipment available, how to call the Fire Brigade, and evacuation procedure.

6. CAPACITY: The number of people on the premises shall not exceed the following:

- Main Hall - 400 seated, 180 for dancing
- Preston Room - 60
- Blue Room - 60

The HIRER shall note that these numbers include all stewards and attendants, band members, waiters and waitresses, and all other helpers for whatever purpose.

7. MEANS OF ESCAPE: All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

8. 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).

9. OUTBREAKS OF FIRE: The Fire Brigade shall be called to any outbreaks of fire, however slight, and details thereof shall be immediately reported to the Hall Booking Secretary or other member of the Management Committee (see list in the entrance foyer).

10. DANGEROUS PERFORMANCES: Performances involving danger to the public shall not be given.

11. EXPLOSIVES AND FLAMMABLE SUBSTANCES: Highly flammable substances shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Management Committee.

12. ALCOHOL must not be served to any person under the age of 18 nor to anyone suspected of being under the influence of alcohol or drugs. Excessive and unnecessary noise, criminal or violent behaviour must not be permitted in or near the premises. Illegal drugs are not permitted on the premises or in the surrounding area.

13. HEATING: No unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Management Committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

14. NO COPYRIGHT MATERIAL shall be performed without the licence of the copyright owner or agent. The HIRER shall indemnify the Committee against any claim for infringement of copyright which may occur during the hiring.

15. THE COMMITTEE shall not be responsible for loss of nor damage to any property nor for any loss, damage or injury which may be incurred by or happen to any person or persons using the Hall or car park; nor for any loss resulting from the breakdown of any machinery, failure of electricity supply, water leakage, fire, or act of God or terrorist which may occur during the period of hire, neither shall the Committee be responsible for any loss incurred by the Hirer due to the closure of the Hall prior to the hire date resulting in the cancellation of a booking.

16. ANY MEMBER of the Management Committee, Police Officer, Fire Officer, or other legally appointed agent, has a right of entry to the Hall during a hiring.
17. It is the HIRER'S RESPONSIBILITY to maintain good order in the Hall during the period of hire. If as a result of complaints an Officer of the Committee deems it necessary to engage the assistance of the Police to maintain order prior to, during or after the hiring, any costs incurred shall be borne by the Hirer.
18. THE COMMITTEE reserves the right to terminate any entertainment, meeting, dance or party that is considered to be overcrowded or not properly conducted. The Committee shall not be responsible for any subsequent loss by whosoever incurred.
19. THE COMMITTEE accepts no responsibility for any property left on the premises after a hiring.
20. NO EXIT shall be blocked by chairs or tables, no obstructions placed in front of any exit, nor cars parked in front of any exit. There must be no impediment to the free flow of people escaping in the event of fire or other emergency.
21. HOURS OF OPENING: All functions Sunday to Friday are to terminate by 1:00a.m. (0100 hrs). Saturday evening functions shall terminate at 11:59p.m. (2359 hrs). All music functions from Sunday to Friday must terminate by 12:30a.m. (0030 hrs) at the latest and the premises must be vacated by 1:00a.m. (0100 hrs) at the latest. On Saturday, music must cease by 11:30p.m. (2330 hrs) at the latest and the premises vacated by 11:59p.m. (2359 hrs) at the latest.
22. FOR THE PURPOSES OF THESE CONDITIONS, the Committee may act through any of its duly authorised officers or through its nominated agents.
23. IN ALL MATTERS the decision of the Management Committee shall be final.