

# **BURNHAM ON CROUCH VILLAGE HALL**

## **SPECIAL CONDITIONS OF HIRE – Ad-hoc Hirers**

These Special Conditions of Hire include provisions required to comply with the Premises Licence issued under the Licensing Act 2003.

**These conditions apply to all events at which regulated entertainment or the sale of alcohol takes place.**

The hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken and agrees to comply with all obligations therein.

### **1. Hours of Opening**

The premises shall not be used for licensable activities except between the hours of 10.00 am and 11.00 pm, Monday to Saturday, unless special permission has been issued by Maldon District Council and by the management committee.

### **2. Capacity and Supervision**

- (a) There shall, in addition to the hirer, be a minimum of 2 competent attendants on duty on the premises to assist people entering and leaving, none of whom shall be less than 18 years of age. If most of the audience is under 16, the number of attendants shall be not less than 3. 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.
- (b) The number of people in the main hall shall not exceed 150 for any function, or 120 seated in theatre style or 84 in table and chair plan.
- (c) The number of people in the side hall or the rear hall shall not exceed 25 in each hall.

The number of attendants on duty must be as specified in the Burnham on Crouch Village Hall's Premises Licence (and not less than):

- two adult attendants for up to 100 persons
- three adult attendants for 100-150 persons

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

### **3. Risk Assessments**

All 'one-off' hirers whose event is open to the public should provide a copy of their own risk assessment.

**4. Age**

The hirer, not being a person under 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 Premises Licence and/or the Operating Schedule relating to management and supervision of the premises are met.

**5. Dangerous and unsuitable Performances**

Performances involving danger to the public, or of a sexually explicit nature, shall not be given.

**6. Film Shows**

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.

**7. Use of Stage**

The stage is out of bounds to users of the main hall unless it has been hired. Hirers of the stage and stage lighting are required to have a competent person operate the stage lighting. Hirers will be issued with instructions for the safe use of the stage and stage lighting. We regret there is no disabled access to the stage at present; this will be rectified when funds permit.

***Reviewed September 2014***