



CHILDSWICKHAM MEMORIAL HALL

LETTING RULES AND CONDITIONS

SMOKING IS NOT PERMITTED ANYWHERE IN THE HALL

HIRERS ARE REMINDED THAT THE HALL IS IN A RESIDENTIAL AREA

1. The hirer is responsible for the hall, all the activities and the safety of the public. The hirer must take control in the event of fire.
2. Hirers must not disturb other users or occupiers of premises nearby
3. The hall and car park must be vacated in an orderly and quiet manner before midnight.
4. The behaviour of users and noise created are the hirer's responsibility.
5. All music must stop by 11.30 p.m.
6. Vehicles should be parked in the car park at the rear of the building when space is available, or on one side of the road if street parking is necessary, showing consideration for other road users. There is an arrangement for overflow parking in the church car park providing the space is not required by churchgoers.
7. The Management Committee is not responsible for any goods, items or vehicles left in the hall or car park.
8. The Hall must be left clean and tidy.
9. The lights and heating must be turned off, windows closed and all doors secured, when leaving the building.
10. Breakages must be paid for: Please contact the Letting Secretary.

1. The Management Committee reserves the right to refuse to accept hirings without giving a reason
2. A deposit of £50.00 over and above the letting fee may be requested, at the Committee's discretion. It will be returned if all the above conditions of letting are met.

FOR YOUR GUIDANCE AND CONVENIENCE

1. If the overhead lights go out, an emergency lighting system will come into operation together with a sounder. This gives sufficient light and lasts for 8 hours.
2. The lights and power points can be reset on the main circuit box located in the corridor opposite the kitchen door. If the trip switches keep going off, this should be reported to a member of the Management Committee.
3. The fire alarm is a loud bell.
4. Please switch off the heating when the required temperature has been reached.
5. The first aid box is located in the kitchen.
6. Any accidents should be recorded in the Accident Book, located in the kitchen, and reported to the Lettings Secretary or a member of the Committee..
7. Tea towels are not provided.
8. Please do not turn off the hot water heater in the kitchen.
9. In the event of any disturbance the Police may be called.
10. Please make cheques payable to Childswickham Memorial Hall

Additional Conditions of Letting for Events Catering for Youngsters

1. A deposit of £100.00, repayable only if ALL the Conditions of Letting are met is required
2. One adult to six children under 10 must be in attendance
3. There must be one steward on each external door
4. The event must be contained within the Hall
5. The hirers name and address will be given to local residents, so that in the event of any disturbance to the residents, complaints can be made directly to the hirer.
6. Children in the kitchen must be supervised at all times by a responsible adult.
7. Children must not go onto the stage unless supervised by a responsible adult.

PUBLIC ENTERTAINMENTS LICENCE



CHILDSWICKHAM MEMORIAL HALL LETTING RULES AND CONDITIONS

A Public Entertainment Licence for music and dancing is held by the Memorial Hall Management Committee. However the hirer **MUST** assume the responsibility of the licensee by assignment for the duration of the hire of the Hall if it is hired:

- for music or entertainment under your name and then sub let or contracted to another person or company.
- for music or entertainment and an entrance fee to the general public is charged.

It is forbidden to provide entertainment using any dangerous substances or sexual act.

The hirer will be required to sign a declaration of Assumption of Responsibility for the Public Entertainment Licence.

PERFORMING RIGHTS SOCIETY AND PHONOGRAPHIC PERFORMANCE LTD

The Hall holds a joint Music Licence from the Performing Rights Society (PRS) and Phonographic Performance Ltd (PPL). PRS covers any performance of live music in copyright. PPL covers the playing of recorded music in copyright in the Hall except when played as part of commercial activities where a fee is charged, e.g. keep fit, dance classes, discos, etc. Such commercial hirers must obtain their own PPL licence.

CAPACITY OF THE HALL

Main Hall	Seated	65 persons	with 2 stewards
	Dancing	100 persons	with 3 stewards
Meeting Room	Total	30 persons	with 2 stewards

IT IS THE RESPONSIBILITY OF THE HIRER TO NOMINATE THE REQUIRED NUMBER OF STEWARDS

LICENSING ACT 2003

The Memorial Hall is licensed for music and dancing, but is not licensed for the sale of intoxicating liquor.

1. It is the responsibility of the HIRER to obtain a Temporary Event Notice (a TEN) if the hirer wishes to sell alcohol. An agent such as a publican can make the application on behalf of the hirer.
2. Applicants must be aged 18 years or over.
3. No individual may apply for more than 5 TENS in each year.
4. The cost of each TEN is about £21.00 and the hirer must apply for a TEN at least 10 days before the event.
5. The hirer must notify the Letting Secretary if an application for a TEN is made.

Application for a TEN is made to:

1. The Licensing Officer, Wychavon District Council, The Civic Centre, Queen Elizabeth Drive, Pershore, Worcestershire, WR109 1PT. 01386-565016 www.wychavon.gov.uk
2. Licensing Officer, West Mercia Constabulary, The Police Station, Castle Street, Worcester, WR1 3AD. 01905-331037.

GAMING, BETTING AND LOTTERIES

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

FIRE AND SAFETY REGULATIONS

1. The hirer must be over 18 years of age.
2. The hirer must comply with fire and safety regulations and measures as highlighted by notices in the hall.
3. All exits and gangways must be kept clear of obstacles.
4. Naked Flames, smoke making devices and dry ice are not permitted in the Hall.
5. At night all outside lights are to be left on during occupation of the hall.
6. In the event of an emergency, follow the procedures on the notice by the front door. Ring 999. The nearest public phone is 150 yards as you exit the hall to the right in New Street.
7. The Fire Service, Police and Ambulance must be allowed entry.
8. Car engines must be turned off.