



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 hirer of the hall must hold their own insurance when hiring the hall for contact sports and an inflatable device e.g. Bouncy castle.
 9. The Hall must be left clean and tidy.
 10. The lights and heating must be turned off, windows closed and all doors secured, when leaving the building.
 11. 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.
 3. If the trip switches keep going off, this should be reported to a member of the Management Committee.
 4. The fire alarm is a loud bell.
 5. Please switch off the heating when the required temperature has been reached.
 6. The first aid box is located in the kitchen.
 7. 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.
 8. Tea towels are not provided.
 9. Please do not turn off the hot water boiler over the sink in the kitchen.
 10. In the event of any disturbance the Police may be called.
 11. Please make BACS payment to:
Santander
Sort code 090198
Account No. 922770565 (with the reference name & and date of booking)
- Or: Cash payments to be placed in the box in the snooker room

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

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 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.

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.

1. Applicants must be aged 18 years or over.
2. No individual may apply for more than 5 TENS in each year.
3. The cost of each TEN is about £21.00 and the hirer must apply for a TEN at least 10 days before the event.
4. 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. 01905331037.

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 SAFETY GUIDANCE FOR HIRERS

YOU, THE HIRER, are the 'RESPONSIBLE PERSON' in the event of a Fire or an Emergency within the Village Hall during your hire duration. At all times the Village Hall is in use, the RESPONSIBLE PERSON must be in charge, and ready to take control of any incident.

Please read and become familiar with these instructions: Your priority should always be to Save Lives and not the building!

BEFORE YOUR EVENT STARTS:

- Read and understand the Fire Emergency Plan. How the evacuation of the premises should be carried out and what arrangements are in place for means of escape for disabled people.
- Check that the 'Fire Exit' lights are working and that all escape routes are not blocked, for example, by tables, chairs, or boxes.
- Check that you know where any fire extinguishers or blankets are stored, and the different uses of the water and CO2 fire extinguishers.
- Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Village Hall look safe to use.
- Check that no decorations etc have been hung where they could fall and obstruct a Fire Exit.
- Inform all your attendees of the Fire Exit routes and the Assembly Point in the event of a fire or emergency.

DURING YOUR EVENT:

- Know how many people are at your event and not to permit over-crowding.
- Keep fire doors closed when not in use, and do not prop them open with door stops.
- Ensure that the Fire Exits and escape routes do not become obstructed.
- Brief any disabled people and/or their assistants regarding their best evacuation route from the Village Hall in the event of a fire or emergency.
- Ensure that no vehicle obstructs the Village Hall's main entrance, so that wheelchair users and those with prams/buggies can exit quickly and safely.
- Ensure that emergency services have a clear access route to the Village Hall from the road.
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire, for example, smoking or using candles or other naked flames.
- Be vigilant regarding any smells of burning or a gradual build-up of smoke.

AFTER YOUR EVENT:

- Remove all waste and check rooms for smoldering or items burning.
- Check cookers, heaters and electrical appliances are turned/unplugged where necessary.
- Turn off lights not required for security purposes and close all internal doors.
- Secure all external doors and windows.

FIRE EMERGENCY ACTION PLAN

ACTION IN THE EVENT OF FIRE The preservation of life is paramount. By remaining calm and following these basic actions, as far as possible, you should ensure the safety of yourself and all others in the Hall.

Ensure that the fire alarm has been sounded by breaking the glass of the nearest fire alarm sounding point.

Contact the fire brigade by dialing 999. There is not a phone at the Village Hall so a mobile will need to be used or raise the alarm via a local business or resident. Do not assume someone else has made the call. State the location as:

**Childswickham Memorial Hall
2 Atkinson St
Childswickham
Broadway
WR12 7HF**

Ensure that everyone leaves the hall in a timely manner by the nearest available exit (not collecting personal belongings on the way) and that the doors are closed once everyone has evacuated the building.

Disabled and vulnerable people within the hall may need additional help. Please identify these persons and help as required during an evacuation.

Ensure that no-one remains in the building and that everyone is accounted for at the agreed assembly point (Front of the village hall.)

The person responsible for the event needs to liaise with the fire brigade and notify them of the circumstances around the fire and of anyone who cannot be accounted for.

The responsible person needs to notify a member of the Village Hall Committee of the emergency as soon as is reasonably possible

All user groups are responsible for understanding how to handle fire equipment in place at the hall, practising and promoting fire prevention and knowing the right actions to take if a fire breaks out at the hall or smoke is detected. All need to be familiar with the evacuation process and escape routes appropriate to their location.