

## Special Conditions of Hire for Public Events

1. The hirer hereby acknowledges the conditions of the Premises Licence displayed on the notice board on the stage.
2. 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 Public Entertainment/Stage Play Licence relating to management and supervision of the premises are met.
3. The hirer acknowledges that she/he has received instruction in the following matters:
  - The action to be taken in event of fire. This includes calling the fire brigade and evacuating the hall
  - The location and use of fire equipment
  - Escape routes and the need to keep them clear
  - Method of operation of escape door fastenings
  - Appreciation of the importance of any fire doors and of closing them at the time of a fire
4. In advance of the entertainment or play, the hirer shall check the following items:
  - That all fire exits are unlocked and panic bolts in good working order
  - That all escape routes are free of obstruction and can safely be used
  - That any fire doors are not wedged open
  - That exit signs will illuminate
  - That there are no obvious fire hazards on the premises
5. There shall, in addition to the hirer, be a minimum **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, how to call the fire brigade and evacuation procedure.
6. Capacity  
The number of people on the premises shall not exceed for dancing, or seated the number permitted under the Premises Licence granted in respect of the premises.
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
  - The emergency lighting supply illuminates all exit signs and routes in the event of mains failure.
8. Outbreaks of Fire  
The fire brigade shall be called to any outbreak of fire, however slight, and details shall also be given to the Secretary of the management Committee.
9. Dangerous Performances  
Performances involving danger to the public shall not be given.
10. Explosives and Flammable Substances
  - Highly flammable substances shall not be brought into, or used in the premises.
  - No internal decorations of a combustible nature (e.g. polystyrene, cotton wool etc.) shall be erected without the consent of the Management Committee.
11. 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.
12. Hours of Opening  
The premises shall not be used for public entertainment except between the hours of 11am and 1am Monday-**Sunday** unless special permission has been issued by ESBC and by the Village Hall Management Committee.

### Note

The number of persons in the hall **must at no time** exceed **90 seated or 120 standing**.