



CARYFORD COMMUNITY HALL

A Charitable Incorporated Organisation
Registered Charity No. 1192922

Special Conditions of Hire – PUBLIC ENTERTAINMENTS AND OTHER LARGE FUNCTIONS

Special Conditions of Hire to comply with the Premises Licence issued by South Somerset District Council under the Licensing Act 2003. They are IN ADDITION to the Standard Conditions of Hire.

Please read these conditions carefully. In signing the Hiring Agreement the Hirer also accepts these special conditions for the event on behalf of the Hirer and Supervisor.

PLEASE NOTE throughout this document “the Supervisor” means the Hirer or the person (who MUST be named in Section 9 of the Hiring Agreement and MUST be over 18*) delegated by the Hirer to be on the premises throughout the duration of the hiring. [*Over 21 in the case of Under 18 parties]

1. **Copy of the Premises Licence Summary.** There is a copy of the Premises Licence Summary in the Hall Foyer, together with details of allowed numbers and times, as given here.
2. **Supervisor’s responsibility.** The Supervisor 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 Licence relating to the management and supervision of the premises are met.
3. **Safety Instructions.** The hall representative opening up for the event will undertake to instruct the Supervisor before the event commences. It is the Supervisor’s responsibility to identify him/herself to that person and to ensure that this instruction is given as follows:
 - The action to be taken in the event of fire. This includes calling the fire brigade and evacuating the building.
 - The location and use of fire equipment **ALTHOUGH YOUR PRIORITY IS TO ENSURE THE EVACUATION OF THE BUILDING AND TO LEAVE THE FIRE TO THE FIRE BRIGADE.**
 - 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 all fire doors at the time of a fire.
3. **Before the event starts.** Immediately before the start of the event the Supervisor 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 be safely used.
 - That no fire door is wedged open.
 - That there are no obvious fire hazards on the premises.
4. **Stewards and supervision.** In addition to the Supervisor, competent Stewards over 18 years of age must be present as follows:
 - For up to 200 persons present - a minimum of one additional competent Steward
 - For over 200 persons present – a minimum of two additional competent Stewards

All Stewards on duty shall have been instructed by the Supervisor as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, children and people with special needs, the location and use of the fire fighting equipment available, how to call the fire brigade and the evacuation procedure.

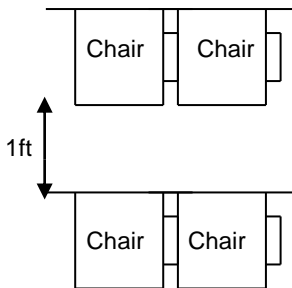
The Supervisor and Stewards should be engaged solely in front of house management, and should not also be serving refreshments, running the raffle etc.

For events where over half the audience is under 16, the number of Stewards should be increased to a number capable of controlling the children and others entering and leaving the building.

For Under 18 parties see separate Special Conditions.

5. **Numbers allowed.** The number of people on the premises shall not exceed
 265 persons for a closely seated audience
 265 persons for dancing, no tables
 180 persons for dancing with seating at tables
 150 persons when formal seating is provided at tables

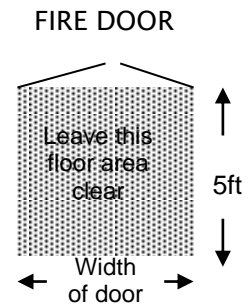
ROWS OF SEATS



6. **Seating and table layouts.**

For all arrangements: FIRE EXITS should never be blocked. Leave a 5ft clearance in front of every fire door, the width of the fire door

For closely seated audiences: SEATS MUST BE LINKED. Leave at least 1 ft between rows (see diagram). Rows should be no more than 7 chairs long if one end of the row is against a wall, and no more than 14 chairs long if there is a gangway each end. Gangways should be at least 3ft 9in wide. Additional gangways should be left across the Hall opposite the fire doors.



For seating at tables: Apart from permitted numbers, there are no hard and fast rules but when you have arranged the Hall look around and check visually that no-one will be blocked from leaving the Hall in a hurry. If the committee member opening up asks for changes, you must implement them.

6. **Means of escape.** All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.
7. **Outbreak of fire.** The fire brigade shall be called to any outbreak of fire, however slight, and details of the outbreak shall be given by phoning the Bookings Secretary. There is a telephone in the Main Hall for emergency calls.
8. **Dangerous performances.** Performances involving danger to the public shall not be given.
9. **Explosives and inflammable substances.** No real flame, highly inflammable substances or smoke (real or artificial) shall be brought into, or used on the premises. No paper decorations shall be used unless fixed flat against the wall. No internal decorations or structures of a combustible nature (e.g. polystyrene, cotton wool) shall be used or erected without the consent of the Committee. Special arrangements (eg for candles on tables, events involving cooking) may be possible but you MUST request specific permission, describing in full what you plan.
10. **Heating appliances:** No unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Committee. Portable Liquefied Propane Gas (LPG) appliances shall not be used.
11. **Hours of events.:**
 The Hall may be used as follows:
- | | | |
|----------------------|-------------|--------------|
| Monday to Thursday: | Start 09:00 | Finish 23:30 |
| Friday and Saturday: | Start 09:00 | Finish 01:00 |
| Sunday: | Start 09:00 | Finish 22:00 |

Opening hours of the premises: These are as the event hours with the addition of 30 minutes after the event finish time.

Hours permitted for private functions are at the discretion of the Committee, and must be clearly and accurately stated on the booking form. The times above should be used as a guideline.

12. **Parking.** If more than 100 vehicles will be parked in the car park for an event, then the organiser is responsible for providing a marshall, to ensure tidy and safe parking of the vehicles. Hi-Vis jackets are available for use, located in the lobby off the kitchen.