

SHEET VILLAGE HALL

In these Regulations the term “premises” means the whole of the Sheet Village Hall and the term “Hall” means the hall known as Sheet Village Hall.

Rooms Available for Hire

- Main Hall, with stage and 80 seats on the flat. Toilets are available.
- Downstairs Meeting Room.
- Upstairs Meeting Room.
- Kitchen is included in the hire of the Main Hall if required for catering. If not required for Hall catering then it may be hired for catering in the Meeting Room.

See paragraph 30 for maximum numbers permitted in each room.

Bookings

1. All applications for bookings must be made on the appropriate form, to be obtained from the Clerk, 01730 267784. Applications will not be accepted from persons less than 18 years of age. The Council ***may*** require a non-returnable deposit of 50% of the total cost of the booking to be paid at the time that the booking is made. The Nominated Responsible Person form must also be completed and returned not later than 14 days before the hire date.
2. The scale of charges includes in all cases the charge for standard lighting and heating.
3. The Council reserves the right to review hire charges annually for implementation on 1 April each year.

Conditions of Hire

4. Hirers will be held responsible for any damage, breakages or theft occasioned by reason of the letting and will be charged the cost of repair, or the Council may determine replacement.
5. All refuse must be removed and disposed of away from the premises immediately after the hire. The premises and equipment must be left in a clean and tidy condition. Failure to clear up and remove/dispose of all arisings will lead to the hirer being charged for that work to be undertaken.
6. Any equipment, properties etc., brought into the Hall for use in connection with a booking must be removed immediately when the booking has ended, unless previous arrangements have been made for such equipment, properties etc., to be left, and the appropriate charge has been paid.
7. Appropriate music licences are held by Sheet P.C.
8. The Parish Council may cancel or terminate any hiring if the premises are required for any purpose connected with European or United Kingdom Local Authority Elections (Petersfield) and shall not thereby incur any liability to the hirer other than for the return of such hiring charges as shall have been paid by the hirer. Hirers are advised to insure against this eventuality.
9. The Parish Council reserves the right to cancel any letting if it should so desire, subject only to the return of the fees paid and to no other claim.
10. The Parish Council reserves the right to refuse any application for hire and shall not be required to offer any reason or explanation.
11. Hirers are required to give at least two months (eight weeks) notice to the Council to cancel any booking - otherwise they will be required to pay the appropriate fee (currently 50% of the total charge for the hire). In the event of any cancellation or termination of a hiring, no liability shall fall upon the Council or any of its officers for any loss sustained or expenses incurred by the hirer or any other person as a result thereof and hirers are advised to insure against such loss.

12. The Parish Council will not be responsible for loss of, or damage to, property belonging to any person using the Sheet Village Hall.

13. Hiring fees, and returnable deposits, are payable in advance and such fees must be paid not less than 14 days prior to the date for holding the event. In the case of bookings where payment had not been so made the Council reserves the right to refuse admission. Hirers will be charged for the "excess charge" for any insurance claim made by the council for damage caused by the hirer.

14. Hirers running classes are responsible for public liability insurance of all participants in any event and for insuring all properties and equipment belonging to the hirer. The minimum level of public liability required is £2m (Two million). Proof of Public Liability insurance must be given to the Clerk prior to the hire period.

15. Hirers are responsible for providing First Aid cover as necessary. All accidents must be recorded immediately on a Personal Injury Incident report form (available adjacent to 1st Aid box in the Kitchen) and reported to the Clerk at the earliest opportunity.

16. In the event of your organisation not having a copy of the EHDC Public Entertainment/Theatre Conditions a copy is available.

17. The Council reserves the right of entry at all times to any part of the premises.

Intoxicating Liquors and Smoking

18. The sale of alcohol in Sheet Village Hall must be in accordance with the terms of the Premises Licence under the Licensing Act 2003. This Act states that to sell alcohol the person must be over 18 years of age and that a special events licence form must be completed and approved prior to the hire period.

19. It is an offence for the hirer to sell alcohol to anyone under 18 or to a person over 18 on behalf of someone under 18. Nor shall alcohol be sold to anyone who is drunk or appears to be drunk. It is the responsibility of the hirer to ensure that any alcohol sold by them is done in compliance with the terms of the Act.

20. During licensed performances it is the responsibility of Hirers to prevent crime and disorder, maintain Public safety, prevent Public Nuisance and ensure the protection of children from harm. They must therefore have an adequate number of attendants over the age of 18 throughout the period that alcohol is available.

21. No smoking is permitted in any part of the premises.

Building Security, Fire and Safety

22. The Premises Licence for Sheet Village Hall has been granted in the name of Sheet Parish Council. In accordance with the requirements of that licence, Hirers must have a nominated Responsible Person (RP), of at least 18 years of age, to be in charge of, and present in the premises, during the hire. Details of the Responsible Person are to be returned to the Clerk prior to the hire. Hirers are responsible for the area hired and ancillary accommodation for the *entire length* of their booking.

The area must not be left unattended at any time during the hire. The Caretaker, will open the Hall at the agreed and pre-arranged time for the Hirers nominated "Responsible Person". The "Responsible Person" is responsible for the security and safe working practices within the area hired and until he/she hands back to the Caretaker, or his deputy, at a previously agreed time. At the hand back they are to ensure that any problems or accidents that occurred during the day are reported. Should the Responsible Person have to leave the building whilst people are still working within the hire area another person must be nominated to take on the role and responsibilities of the RP, and their name passed to the Hall Manager.

23. Hirers are responsible for ensuring that all entrances and exits to the premises are kept clear at all times for the emergency services to reach the building. Under no circumstances must these routes or the routes to the fire escapes from the building be obstructed.

24. Hirers are responsible for the safety of all persons in the building at all times. It is the duty of the nominated responsible person to ensure that a log of persons entering and leaving the area during the day is maintained. During Public Performances the hirer is responsible for the safety of all members of the public. To this end the Hirer is to have a nominated "House Manager" and sufficient staff to undertake this role, with at least 1 staff member per 100 attendees. The Hirer is to ensure that all events finish at least 15 minutes before the end of hire times.

25. The Hirers nominated "Responsible Person" is to ensure that all members are aware of the building fire exits, position of hand held fire extinguishers and their operation and that fire exits and escape routes must be kept clear at all times. Your attention is drawn to paragraphs 29 and 34 and the Hall sketch plan showing fire exits and position of hand held extinguishers.

26. No decorations of any description are to be affixed to the walls or woodwork except with the prior approval of the Parish Council and such walls and woodwork are not to be marked in anyway.

27. Full details of any proposed decorative materials, display, tableaux etc., to be used in the Hall must be submitted to the Parish Council for prior approval.

28. The foyer shall at all times be kept entirely clear of any displays, stands or decorative materials unless the prior consent of the Parish Council has been obtained for the placing of such displays.

29. Hirers shall ensure that good order is maintained on the premises and that an events or house manager, together with an adequate number of competent stewards (receptionists), are in attendance to prevent disturbances and to act in a supervisory capacity.

The primary duties of attendants include

- ensuring that no overcrowding occurs in any part of the premises (maximum numbers allowed in any room are shown at paragraph 30 below)
- keeping all gangways and exits clear at all times
- preventing standing on seats and furniture
- being aware of any special requirements needed to ensure safe evacuation in an emergency

30. The maximum number of persons for each room is

- Main Hall - seated - 80
- Downstairs Meeting Room -19
- Upstairs Meeting Room - 20
- Total for whole building 119

31. The lights in the premises must not be dimmed at dances or similar functions to such an extent as to give rise to any cause for confusion or misbehaviour.

32. In the case of outbreak of fire or any other emergency Hirers should call the appropriate emergency service immediately. A public telephone is available on the Village Green.

33. (a) If a performance is given mainly for children, or the majority of the persons present are children, or, if the number of children exceeds 60, the number of attendants or stewards shall not be less than 2 percent of the seating capacity of the Hall.

(b) At every performance where children are present in the Hall, there shall be an attendant or steward at every entry door while the audience is entering the building, and at all emergency exits throughout the performance and while the audience is leaving the building.

34. Hirers and all the attendants must make themselves familiar with the means of escape, and the routes and exits to be used by the public, in the event of a need to evacuate the building in an emergency.

35. Prior to any commencement of hire an announcement regarding emergency evacuation procedure must be made to those present.

36. Prior to commencement of any meeting or public performance the emergency evacuation procedure for the premises is to be announced.

37. Where seats are set in rows, there must longitudinal gangways of at least 1.05m wide, and transverse gangways of at least 1.4m wide intersecting each block of seats such that no seats are further than 2.4m from an intersecting transverse gangway. Intersecting gangways shall lead as directly as possible to exit doors. Where gangways do not intersect blocks of seats, they must be at least 1.05m wide. Each **wheelchair user** must be accompanied by an attendant.

38. Where seats are set out in rows, no one may sit or stand in the intersecting gangway.

39. Gangways must be not less than 1.05m wide, and no seats or other obstructions are to be placed in the gangways

40. All Fire Doors are to be kept closed at all times and under no circumstances are they allowed to be wedged “open”.

Alterations and Additions

41. If additional lighting is required, Hirers must arrange for it to be provided and fixed by a qualified person at their own cost, after receiving prior agreement from the Parish Clerk.

42. No alterations or additions of a permanent nature are to be made during the period of hire to any part of the building, either inside or outside, or to the approaches thereto, or to the fittings or machinery, or to the electrical installation or equipment, nor shall any interference be made with the approaches to or exits from the building without the written consent of the Clerk and the Licensing Authority having first been obtained. No adhesive tape or nails shall be used on walls or floors of the hall, nor shall flags, emblems, gas filled balloons, streamers or confetti either internally or externally without prior written approval.

Health and Safety

43. All scenery, decorations, borders, drapery, gauze-cloths, curtains and similar hangings on or about the stage are to be rendered and maintained flame - resistant.

44. Light draperies and any Valeria other than heavy wool in or about the building are to be rendered and maintained flame resistant.

45. Cotton wool shall not be used for scenery or decoration, whether or not treated with flame-resistant solution.

46. Paper decorations shall not be permitted unless rendered and maintained flame resistant.

47. Plywood, other than wood, or paper decorations shall not be used in the construction of scenery, except in accordance with such conditions as may be imposed by the Licensing Authority (EHDC).

48. No portable heaters are to be used in the theatre while the public are present without the written consent of the Licensing Authority (EHDC).

49. The use of naked lights or flames on the stage during performances is prohibited without the written consent of the Licensing Authority (EHDC).

50. Overcrowding shall not be permitted in any part of the premises. For maximum permissible numbers for any room see paragraph 30.

51. The use of the following equipment/tools is prohibited: Power Saws, Paint Spraying equipment.

52. Hirer's should, in accordance with Health & Safety legislation, prepare a Risk Assessment and Method Statement; a copy of this is to be handed to the Administration Officer at least 4 weeks prior to the date of moving in. Hirers are responsible for ensuring safety of all persons working in the area they have hired and that everyone adheres to the regulations.

53. At the date of moving in the hirer shall inform the Clerk of the plans for safety including areas of “limited access” and the control of these areas. Hirers are to ensure tight control of all aspects of safety and security, ensuring that all personnel are aware of the requirements and abide by them.

54. Hirers are to ensure that they have adequate accident insurance to cover anyone working within the area they have hired.

55. Any electrical appliances brought into the hall for use during hires must have a current Portable Appliance Test (PAT).

56. In the event that mechanical equipment, such as a revolving stage or stage trap door, is used then there shall be a position with clear sightlines for its operation or unplanned operation. Clear instructions as to the operation, safety of personnel and emergency stopping are to be in place.

57. The council must be kept informed of all incidents, accidents or problems that the hirer experiences. The Clerk may be contacted during normal working hours. Out of hours the caretaker may be contacted.

58. Pyrotechnics, Strobe Lighting, Smoke Machines and Special Effect Lasers are not to be used at any time.

59. Except with prior written approval of the Council the hirer shall not permit any animal or bird to enter or remain on the premises. This condition shall not apply to any guide/helper dog accompanying a person with a disability.

Child Protection Act – requirements

60. The hirer shall strictly observe and perform the relevant provisions contained in the Children and Young Persons Act, 1933, or any statutory modifications or re-enactment thereof. If children are to perform then the regulations and requirements of Hampshire County Council shall be observed.

61. The Parish Council reserves the right to amend/alter these hiring regulations without notice.

Jenny Hollington
Clerk
01730 267784