

BISHOPSTONE VILLAGE HALL

General Rules Governing Use

The management of Bishopstone Village Hall is vested in the Management Committee, whose powers and composition are defined in the constitution, a copy of which may be consulted at the Hall. Under the provisions of the constitution, the Management Committee is empowered to make, withdraw or amend rules governing the use of the Hall.

1. Use of the Hall

The use of the Hall is subject to the following rules and, in the case of hirers, to the conditions incorporated in the hiring agreement.

2. Equal Opportunities

The Hall is open to all members of the community regardless of gender, sexual orientation, nationality, age, disability, race, or of political, religious or other opinions.

3. Applications to use the Hall

- a. Applications to use the Hall shall be made to the Bookings Secretary
- b. The Management Committee reserves the right to refuse applications if the use presents a risk of public disorder or of alienating the community of Bishopstone.
- c. The Management Committee reserves the right to cancel bookings when the Hall is required as a Polling Station or otherwise rendered unfit for the intended use.

4. Hours of opening

The Hall is normally available until midnight Monday to Saturday inclusive and until 10.30pm on Sundays. The Management Committee may agree to an extension in exceptional cases.

5. Maximum capacity

The main hall has a maximum capacity of **80** seated for dining and **120** for dancing or close seating. The Memorial Room has a maximum capacity of **50**.

6. Safety Requirements

All conditions attached to the granting of the Premises and other licences shall be strictly observed. Nothing shall be done which will endanger the use of the building, or invalidate the insurance policies which apply to the building and its contents. In particular:

- a. Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress.
- b. All groups are expected to co-operate in fire drills.
- c. The emergency lighting supply must be turned on the whole time the premises are occupied and must illuminate all exit signs and routes.
- d. Fire-fighting apparatus shall be correctly stored.
- e. The Fire Service shall be called to any outbreak of fire, however slight and the Lettings Secretary shall be informed.
- f. No public performances should involve danger to the public.
Highly flammable substances shall not be brought into the hall. Decorations shall not be of a combustible nature, unless agreed by the Bookings Secretary.
- g. NO unauthorised heating appliances shall be used on the premises.
- h. The First Aid Box and Accident Book are located in the kitchen. Any accident or injury occurring on the premises should be entered in the Accident Book and reported to the Bookings Secretary. All electrical equipment brought into the Hall shall comply with the Electricity at Work Regulations 1989 and any subsequent legislation. The Management Committee disclaims all responsibility for all claims and costs arising from the use of non-complaint equipment.

7. Supervision

The hirer, or person in charge of the activity, shall not be under 18 years of age, and shall be on the premises at all times when the public are present and he/she shall not be engaged in any duties which prevent him/her from exercising general supervision.

When the Hall is used for public entertainment, there shall be a minimum of two persons, aged over 18, on duty where less than 100 persons are attending and 3 persons over 100.

All persons in charge shall have been informed of evacuation procedures and shall familiarise themselves with the fire-fighting equipment provided.

8. Safety of Vulnerable People

It is the responsibility of hirer to ensure compliance with legislation, so that only fit and proper persons have access to young children and/or vulnerable adults and that such persons shall at all time be in attendance when children are on the premises. *(A copy of Community Matters Information Sheet 30 – Safeguarding Children and Young People is available from www.communitymatters.org.uk)*

9. Supply of food and drink

All food and drink to be served in the hall should be prepared and stored in accordance with all current legislation and with reference to the relevant manuals available in the kitchen.

10. Consumption of Alcohol

No alcohol may be brought, sold or consumed without the permission of the Management Committee.

11. Temporary Event Notices (TENs)

A Temporary Event Notice (TEN) is required if alcohol is to be sold at an event. Hirers are responsible for getting their own TEN.

12. Music in the Hall

The Hall is licensed with the Performing Right Society for the performance of copyright music and live performances.

13. Gaming, Betting and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

14. Loss of Property

The Management Committee cannot accept responsibility for damage to, or the loss or theft of Hall users' property and effects.

15. Car Parking

Cars shall not be parked so as to cause an obstruction at the entrance to or exits from the Hall. Users of the Hall should avoid undue noise on arrival and departure.

16. Nuisance

- a. All rubbish including tins and bottles must be removed from the site and the hirer shall ensure that noise levels do not cause inconvenience to neighbouring properties
- b. With the exception of trained guide-dogs, dogs will only be permitted on the Hall premises for organised activities such as dog training or dog shows.

17. Closure of the Hall

The Hall shall be left clean and tidy. The HIRER shall be responsible for returning furniture and equipment to their original position and should follow the hall's Exit Procedure.