

Hemingford Abbots Village Hall

Schedule of Special Conditions

1. The Responsible Person (RP) hereby acknowledges receipt of a copy of the conditions of the Public Entertainment Licence for the premises.
2. The RP, 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 Licence relating to management and supervision of the premises are met.
3. The RP acknowledges receipt of instruction in the following matters:-
 - 3.1. Action to be taken in event of fire, including calling the fire brigade and evacuating the hall.
 - 3.2. The Location and use of fire equipment - see diagram attached to booking form.
 - 3.3. Escape routes and the need to keep them clear.
 - 3.4. Method of operation of escape door fastenings.
 - 3.5. Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
4. In advance of the entertainment or party the RP shall check the following items:
 - 4.1. That all fire exits are unlocked and panic bolts in good working order.
 - 4.2. That all escape routes are free of obstruction and can be safely used.
 - 4.3. That any fire doors are not wedged open.
 - 4.4. The exit signs are illuminated
 - 4.5. That there are no obvious fire hazards on the premises.
5. **Capacity**

There shall in addition to the RP, be a minimum of two competent attendants on duty on the premises to assist people entering and leaving, 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 four in addition to the RP. 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 available, how to call the fire brigade and evacuation procedure. The number of people on the premises shall not exceed, for dancing, or seated, the number permitted under the entertainment licence granted in respect of the premises **which has been further restricted by the Management Committee to 80.**
6. **Emergency Lighting and 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 illuminating all exit signs and routes must be turned on at all times.
7. **Marquees & Tents**

No marquees or tents are permitted to be erected anywhere on the premises.
8. **Outbreak of Fire**

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Booking 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 and explosives, including fireworks, shall not be brought into, or used in any portion of the premises.
11. **Internal Decorations**

No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without consent of the Management Committee.
12. **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.
13. **Commercial Hiring**

The Management Committee is bound to ensure that the hall is administered in accordance with the rules of the Charity Commission for the purposes of a village hall. Accordingly the Committee reserves the right to terminate this agreement by not less than seven days notice, in writing, to the RP in the event of the hall being required on the same date/time for the fulfillment of its charitable purposes (for example, to be used as a polling station). In the event of such termination, all monies shall be repaid to the RP. However; the Committee shall not be liable to make further payments in respect of expenses, costs or losses incurred directly or indirectly by the RP in relation to the termination.
14. **Use For Public Entertainment**

The premises shall not be used for public entertainment except between the hours of 10.00 a.m. and midnight unless permission has been issued by Huntingdon District Council and the Management Committee.