

ULCEBY VILLAGE ASSOCIATION

IMPORTANT INFORMATION

FOR HIRERS OF

ULCEBY VILLAGE HALL

FIRE REGULATIONS

Legislation requires Ulceby Village Association to inform all hall hirers of the location of fire extinguishers emergency call points, evacuation routes, assembly point and what to do in a fire emergency. **By signing the Hall Hire Agreement you agree that you are aware of the following information**

Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

- (a) **The Hirer acknowledges that they have received information on 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 all fire doors at the time of a fire.
- (b) In advance of an 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 be safely used.
 - That any fire doors are not wedged open.
 - That there are no obvious fire hazards on the premises.

It is the responsibility of ALL hall hirers and users to acquaint themselves with the location of FIRE EXITS, FIRE ALARM and FIRE FIGHTING EQUIPMENT.

Under NO CIRCUMSTANCES should fire exits be blocked and adequate access must be maintained at all times.

A responsible person should be appointed as an assembly point supervisor.

All fire doors are to be kept closed

FIRE ACTION

ON DISCOVERING A FIRE

- Sound the alarm.
- Dial 999 to call the fire brigade and give this address.
- **Ulceby Village Hall, Spruce Lane, Ulceby, DN39 6UL**
- If possible tackle the fire using the appliances provided

Do not endanger yourself or others in doing so.

ON HEARING THE FIRE ALARM

- Leave the building at the nearest available exit.
- Close all doors behind you.
- Report to the person in charge of the assembly point at:

THE CAR PARK AT THE FRONT OF THE BUILDING

TERMS AND CONDITIONS OF HIRE

ULCEBY VILLAGE HALL HIRE AGREEMENT TERMS & CONDITIONS

HIRER please read the following Hall Hire Agreement Terms and Conditions and adhere to them. Failure to do so could jeopardise our licence for the Village Hall.

The following applies to **ALL FUNCTIONS** at the Village Hall:

The HIRER must ensure that the terms of the Public Entertainments Licence are adhered to, as follows:

- **Dancing, singing, music or other entertainment will only take place during the following hours:**

Monday to Saturday 8.00 am to 12.00 midnight
Sunday 8.00 am to 10.00 pm

No such entertainment to be held on Christmas Day

- **Lasers, strobe lights, bubble, smoke or fogging machines are not permitted**

MAXIMUM ATTENDANCE:

- Main Hall only 200 people
- Small Room only 50 people
- When hiring both rooms the maximum is 200 people

CONDUCT: It is the responsibility of the HIRER to exercise control over the conduct of all persons attending the function.

SUPPLY OR SALE OF ALCOHOL: These premises are not licensed to sell alcohol. If alcohol is to be provided at the function, a Temporary Event Notice **MUST** be obtained through a suitably qualified licensee. No alcohol is to be taken out of the Village Hall building and no alcohol is to be taken off the site. No persons under the age of 18 shall be allowed into the designated alcohol area during licensable activities, unless accompanied by an adult.

SOUND MONITORING: Sound monitoring equipment is in use and sound levels must remain inside the current legal level (as detailed in the notice on the stage). If the level is deemed too high then the HIRER will be asked to turn the level down. Failure to comply is a criminal offence under the Public Order Act and will result in immediate closure of the function. Any noise produced by, or associated with, the entertainment, must not be of such loudness, or of such character, as will unreasonably disturb persons in the vicinity.

UNDER 18's PARTIES/DANCES/LIVE MUSIC: These must be supervised in the room(s) hired and in the entrance/foyer by a minimum of 4 adults. The HIRER is responsible for ensuring this takes place.

PARTIES/DANCES/LIVE MUSIC: Any decorations must be attached to the walls using Blu'tak only and please do not suspend anything from the ceiling.

CLOSE SEATED AUDIENCES: The Village Hall has a seating plan as displayed in the kitchen notice board which must be adhered to.

FULL PAYMENT: This is due prior to hiring, and any additional hours usage will be paid in full within 1 week of the hire.

£50.00 RETAINER:

- The retainer may NOT be refunded in the event of the HIRER cancelling the booking.
- The retainer will be held in the event of unsatisfactory cleaning, breakages or any other actions causing the Village Hall extra costs. If the retainer does not cover this then the HIRER will be responsible for any additional costs.

NO SMOKING: The HIRER shall, and shall ensure that the HIRER's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. There is to be no smoking anywhere inside the Village Hall, or the Hall Porch area. Any person who breaches this provision shall be asked to leave the premises.

DRUGS: These will not be allowed in the Village Hall and it is the responsibility of the HIRER to ensure this does not happen. If there is any evidence to suggest that this has happened then the HIRER will be banned from hiring the Village Hall in the future.

CHEWING GUM: This is NOT allowed in the building.

DEPARTING THE BUILDING: The HIRER must leave the room(s) in a clean and tidy state. All litter must be placed in a suitable receptacle and removed from the site, as the capacity of the hall waste bin is limited. When leaving the building the HIRER must ensure all lights, heating/air-conditioning system and extractor fans are turned off, taps are turned off, doors and windows are locked and the intruder alarm is activated.

PARTIES/DANCES/LIVE MUSIC BOOKED TO MIDNIGHT: Provided the building is cleared and vacated by 1.00 a.m., no clearing up charge will be made. Otherwise the building must be cleared by 10.00 a.m. the following day, when a charge of £5 per hour will be made between 8.00 a.m. and 10.00 a.m.

FIRE SAFETY MEASURES: All trailing leads and extensions should be covered in a safety trunking, covered with a safety mat, or taped down.

The **HIRER** shall ensure that highly flammable substances are not brought into or used in any part of the premises and that No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

HEATING: The **HIRER** shall ensure that no unauthorised heating appliances shall be used on the premises without the prior consent of the Ulceby Village Association.

MEANS OF ESCAPE (FIRE EXITS): These are to be kept clear at all times. In advance of any form of function the **HIRER** of the hall should check the following items:

- That all fire escapes are unlocked and panic bolts in good working order.
- That escape routes are free of obstruction and can be safely used.
- That there are no obvious fire hazards.

FIRE: In the event of a fire please ensure all people vacate the building via the nearest fire exit/door in a calm and orderly manner. A collection point for people is located in the main car park (please see markings on the car park). Telephone the fire brigade and close all doors/windows (if possible).

FIRE EXTINGUISHERS: These are an important safety feature. Their use in any circumstances other than that for which they are intended will incur a charge to the HIRER.

A schematic of the fire escape routes and location of fire extinguishers and emergency call points is included in the centre pages.

TOILET FOR THE DISABLED: Keys for this toilet are located in the kitchen and the Committee Room. In an emergency the door can be unlocked using a screwdriver, scissors or similar implement.

POWER CUT: Although the emergency lighting will come on, as a back-up, a torch is located in the kitchen.

CHANGING ON THE PREMISES: As we have no changing rooms, please ensure people do not change their clothes on the premises.

CANCELLATION: The management committee reserves the right to cancel any functions with little or no notice, should information be received that puts the centre, the committee or indeed the surrounding residents in a vulnerable position. Should such an act come into force then any payments made by the hirer in terms of deposits or hall hire payments will be returned in full. We accept no responsibilities for additional costs that may have been incurred that do not relate to Ulceby Village Hall payments.

THE LICENSEE: has the following powers and responsibilities:-

- 1) It is the responsibility of the Licensee, so far as is practicable, to ensure that any promoter, performer, steward or other person connected with the licensed activities does not breach, or permit, or contribute to any breach of any term, condition or restriction of the licence both before and during the licensed activities.
- 2) The Licensee shall have a primary and continuing obligation and responsibility to ensure reasonable safety for those who are invited onto the premises, both in normal and emergency situations.
- 3) The Licensee or some responsible person(s) appointed by him in writing, who must be at least 18 years old, shall be in charge of and upon the premises for the whole of the time the premises are open. The person(s) shall not engage in any duties which are likely to prevent them from being able to exercise proper supervision.
- 4) The Licensee shall have complete authority to order the music to be stopped and for an appropriate address to be given to the audience if such an address is necessary and proper in the circumstances.
- 5) The Licensee shall take all reasonable steps to inform persons involved with the organisation of the licensed activities of the conditions in this licence. The Licensee shall provide telephone facilities for summoning the emergency services.
- 6) The Licensee shall at all times comply with the requirements of the Chief Fire Officer, Chief Constable, Ambulance Service or duly authorised officer of North Lincolnshire Council.
- 7) The entire site and its vicinity may be regularly patrolled throughout the duration of the event and any activities likely to cause disturbance to residents will be dealt with immediately by any of the duties listed as falling under the licensee.

If you have a complaint relating to the hiring of the village hall, please put this in writing, addressed to the Chairperson of Ulceby Village Association (details available from the booking officer).

- Emergency lighting
- Fire blanket
- Water
- Carbon dioxide
- Call point
- Escape route
- Dry powder
- Foam
- Smoke detector
- Smoke detector

