

Appendix 1: Gidleigh Village Hall Special Conditions

These Special Conditions of Hire include provisions required to comply with the Premises Licence issued under the Licensing Act 2003 (Conditions 1 to 6 inclusive). These conditions apply to all events at which regulated entertainment or the sale of alcohol takes place. The Hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken and agrees to comply with all obligations therein.

1. **Hours of Opening**

The premises shall not be used for licensable activities except between the hours shown below unless special permission has been issued by West Devon Borough Council and by the management committee.

A. The performance of plays (indoors)	Monday-Sunday - 10:00am-Midnight
B. The exhibition of films (indoors)	
E. The performance of live music (indoors)	Monday-Friday - 8:00am-1:00am Saturday - 8:00am-11:45pm, Sunday - 8:00am-10:30pm.
F. The playing of recorded music (indoors)	
G. The performance of dance (indoors)	
H. Entertainments similar to those in E, F and G	
I. Making music (indoors)	
J. Dancing (indoors)	
K. Entertainment similar to those in I and J	Monday-Sunday - 10:00am-Midnight
M. The sale of alcohol	

2. **Capacity and Supervision**

(a) There shall, in addition to the Hirer, be a minimum of 2 competent attendants on duty on the premises to assist people entering and leaving, none of whom shall be less than 18 years of age. If most of the audience is under 16, the number of additional attendants shall be appropriate for the age group but in all cases not less than 2 adults aged 18 or over for every 50 (or part of 50) children. At all times, attendants must be readily and conspicuously identifiable by means of a uniform, badge or armbands. 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.

(b) The number of people in the Hall shall not exceed 150. The number of attendants on duty must be as specified in the Village Hall's Premises Licence (and not less than): two adult attendants for up to 100 persons, three adult attendants for 100-150 persons. Additional attendants are required if the audience is mostly under 16, or if there are many disabled people present.

3. **Film Shows**

Admission of children (under the age of 18) to any exhibition of films must be restricted in accordance with the film classification body designated as the authority under Section 4 of the Video Recordings Act 1984

4. **The Prevention of Crime and Disorder**

When alcohol is being sold or supplied there shall be a regular collection of empty glasses and bottles from the consumption area. There will be no irresponsible drinks promotion

5. **The Prevention of Public Nuisance**

Use of external areas will cease at midnight. External lights will be turned off as soon as the hall has been vacated. The Hirer will be responsible for ensuring that noise levels are within Environmental Health guidelines, i.e. "noise shall not emanate from the premises such as to cause people in the neighbourhood to be unreasonably disturbed". Additionally, music of any kind is prohibited after 12.30 am. The Hirer is asked to ensure that all attending the function show due consideration to those living in the vicinity of the hall by leaving the premises quietly. Failure to comply with these conditions may result in forfeiture of the deposit. Fireworks may not be let off after 10.00pm. If fireworks are to be let off, the Hirer is asked to inform Gidleigh residents, in writing (address list available). Fireworks must not be brought into the Hall.

6. **Dangerous and Unsuitable Performances**

Performances involving danger to the public, or of a sexually explicit nature, shall not be given. No performances involving nudity or striptease will be permitted.

7. **Smoking and Drugs**

Smoking is strictly prohibited in the Hall. The use of any illegal drugs is strictly prohibited, both in the Hall and its surrounding premises.

8. **Footwear**

The Hirer will ensure that no footwear is worn that may damage the floor, e.g. stiletto heels or nailed boots.

9 *Completion of Hire*

The Hirer will be responsible for ensuring that the Hall is vacated at the end of the hire period, that the end-of-hire checklist is completed and signed, and that the Hall is left in good condition.

- All crockery and cutlery must be clean and tidy and put away, as found.
- All tables and chairs are to be wiped clean and stacked as found.
- All kitchen surfaces and cooking equipment must be thoroughly cleaned.
- All floors must be swept
- All auxiliary heating and lighting must be switched off.
- All toilets, urinals, basins, showers must be thoroughly cleaned.
- All refuse must be removed from the premises.
- All external windows and doors should be closed and locked.

10. *Hirers Responsibility*

The Hirer, 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 Premises Licence and/or the Operating Schedule relating to management and supervision of the premises are met.