

SEDBERGH PEOPLE'S HALL INFORMATION FOR HIRERS (www.sedberghpeopleshall.org)

Location: the Hall is located in Howgill Lane, next to the playing fields, a short walk up the hill from the Dalesman public house in Main Street. The Hall post code for satnavs is LA10 5DQ.

Management: the Hall is a charity (registration number 523829), which celebrated its 60th anniversary in November 2016. The charity is governed by elected Trustees, who form the Management Committee.

Bookings: these are made at Sleepy Elephant, 41 Main Street, Sedbergh, LA10 5BL. Open generally every day: 10.00– 17.00. Tel: 015396 21770.

Availability: Hall availability can be viewed on the Hall website (www.sedberghpeopleshall.org). All regular long term bookings are subject to the approval of the Management Committee.

Keys: these are available from Sleepy Elephant during their opening hours.

The Hirer can collect the keys **in person** during the opening hours of Sleepy Elephant on the day of the event, or on the day before. In exceptional cases, where the Hirer is unable to attend in person, the Hirer must contact the Sleepy Elephant for other arrangements to be made. Keys should be returned to the Sleepy Elephant as soon as possible or placed in the Key Drop Box located beside the side entrance door. A fee is charged to replace keys that are not returned. A front/side door key will be given to anyone hiring the Main Hall and/or the Committee Room.

A bar key will be issued to events using the bar. On request where a licenced bar is booked a key to the bar store can be issued.

Licences: When alcohol is consumed on the premises there is a fee to use the bar and a licence is required. The Hall has a licence. Hirers may request the use of the Hall licence from the Hall Committee, who must approve each issue.

Alternatively, a SLDC TENS or a publican licence can be used. In this case the Hall will need to see evidence of this licence.

Hall equipment: Male and female toilets and accessible toilet; bar facilities, technical booth; and approximately 180 chairs (back of stage and in chair store at the back of the Main Hall; folding tables: 39 large and 9 small (under the stage); dishwasher, water boilers and tea urn; cutlery; 100 cups/mugs, saucers, plates, etc.; 3 large teapots; first aid kit (Kitchen), portable screen (in hirer's cleaning cupboard).

Hall facilities: Hall light switches are at the left hand side of the stage as viewed from the main hall.

Lighting on the stage is adequate for most events at no extra charge. Additional lighting for a charge.

Heating for the main hall is by £1 coin slot meters also to the left of the stage. Instructions are provided nearby.

Heating for the large committee room is by wall heaters - free of charge.

Capacity of the Hall is 199 seated or 300 unseated.

Kitchen: Use is free of charge and shared between the Main Hall and the Committee Room hirers. A dishwasher is available and instructions are posted in the kitchen. Instructions on the use of the oven and hot plates are posted in the kitchen.

Committee Room/Business Hub

The committee room has a screen and two levels of lighting. Meeting lighting is by LED panels. Social lighting and when using the screen are by dimmable down lighters.

Hirer's cleaning equipment: This is kept in the cupboard in the main entrance lobby.

Changing Room facilities

These use the facilities of Sedbergh Wanderers FC, when they are not playing (check fixtures for availability). Changing Room A (Home) is recently built and has seating for 20, 2 WCs and 4 Showers. Changing Room B (Away) is older and recently refurbished and provides a more basic facility and has seating for 20, 1 WC and 4 Showers

Fault reporting

Should anyone using the hall discover a fault, damage or other situation, which might cause injury and which cannot be rectified immediately, the Sleepy Elephant (015396 21770), should be informed as soon as possible so that the problem can be dealt with.

Where equipment is damaged by a hirer a notice should be placed on it warning that it is not to be used.

Emergency numbers: Telephone numbers to be used in an emergency:

(015396) 20885, 20790, 21385, 21808, 20382

Plan: a plan of the hall is posted in the Hall.

Fire alarm action

The fire alarm is a siren.

On hearing the fire alarm all Stewards (as listed on the booking sheet) should order an immediate evacuation to the assembly area (the car park).

If safe to do a Steward should examine the Fire Alarm Panel (situated in the bar) to identify the Zone in which the alarm refers.

Zone 1: Bar & WCs
Zone 2: Hall & Stage
Zone 3: Back stage

If safe to do so visit the zone to ascertain situation.

If a fire or other emergency condition exists immediately telephone 999 for the Fire Service (do not delay).

If safe to do so attack the fire using the appliances provided but only if you are competent to do so.

A roll call should be made in the assembly area.

Stewards should only permit re-entry of the building when the emergency has been resolved and it is safe to do so.

Stewards are permitted to silence alarms only when a safe condition has been obtained by entering Code 123 followed by pressing button marked "Silence Alarms". They are to attempt no other actions with the Fire Alarm Panel.

As soon as possible contact the People's Hall committee on one of the following numbers and make a verbal report of the incident, however trivial it may appear: (015396) 20885, 20790, 21385, 21808, 20382.

Facilities for persons with disabilities

The Sedbergh People's Hall Management Committee is committed to a programme of improvement to enable disabled visitors the maximum reasonable access to all parts of the hall, and minimise all unnecessary restrictions to such visitors enjoying the Hall's facilities, including the following:

Car parking Spaces are provided for setting down/picking up on level ground and parking spaces can be reserved on request in the car park.

Access to the main entrance level, firm, access for wheel chairs etc, and markings for the partially sighted are provided.

Internal circulation and aids to orientation All principal door openings are sufficiently wide for wheelchairs and visually distinguished for the partially sighted.

Toilet and washing facilities Toilet and washing facilities suitable for disabled visitors are provided and will be further adapted and improved to meet fully the British Standards required by the DDA.

Aids to communication A audio loop system is provided, but the hall's acoustics are good. All signs are in large print *sans serif* with pictograms

Wardens/Fire marshals: It is expected that all stewards appointed by the Hirer shall act as Wardens/Fire Marshals in the event of any emergency.

Health and safety policy statement

The People's Hall Management Committee considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of paramount importance. The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage staff, volunteers, committee members, hirers and users to engage in the establishment and observance of safe working practices.

It is the intention of the People's Hall Management Committee to comply with all Health and Safety legislation and to act positively, where it can reasonably do so, to prevent injury, ill-health or any danger arising from its activities and operations.

Our policy is to: a) provide healthy and safe working conditions, equipment and systems of work; b) keep the hall and equipment in a safe condition; c) provide such training and information as is necessary; for staff, volunteers, committee members, hirers and users.

Staff, volunteers, committee members, hirers and users are expected to recognise there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or to others.

It is the duty of all staff, volunteers, committee members, hirers and users to take care of themselves and others who may be affected by their activities and to co-operate with

the Management Committee in keeping the premises safe and healthy, including the grounds.

General admission policy for events

In cooperation with the South Lakeland Crime & Disorder Reduction Partnership, a high standard of conduct is expected from everyone, who uses the Sedbergh People's Hall.

Persons who do not behave properly are not welcome on these premises

Admission policy for events where there is to be a bar in operation

- 1) The Designated Premises Supervisor, or their appointed deputy, (DPS) can refuse admission to any person, and does not have to give a reason.
- 2) The DPS shall ask for proof of age from anyone who looks under 21 years of age.
- 3) The DPS shall refuse to serve anyone who has had too much to drink.
- 4) The DPS has the power to ask persons to leave the premises.
- 5) The police can be summoned to assist in ejecting persons from the premises.
- 6) Reasonable force may be used to eject persons from the premises.
- 7) The Management Committee can ban persons from the premises for an indefinite period.
- 8) Persons who are troublesome or a nuisance to others, or misbehave while on the premises, are liable to be banned by other local licensees.
- 9) Anyone, who is drunk, under the influence of drugs, carrying offensive weapons or drugs, violent, quarrelsome or disorderly and refuses to leave may be committing an offence and may be liable to a fine.
- 10) Persons who assault or threaten anyone or cause any damage on the premises, and are convicted in a court of law, may also have an exclusion order made against them for the premises and other licensed premises.
- 11) Admission will be refused when the Hall is full
- 12) No glasses or bottles shall be taken out of the main hall
- 13) Any person found with drink not purchased in the bar shall have it confiscated and be requested to leave.

Protection of children:

The Management Committee is committed to and will champion the protection of children and young people both in society as a whole and in its own community. Hirer's attention is drawn to their responsibilities and duties under the child protection legislation including: the Children Act 1989 and The Protection of Children Act 1999 when the Hall is hired for persons to supervise or work with children.

WiFi.

This is free to hirers. The access code is: b96f84654c.