

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 2016. The charity is governed by elected Trustees, who form the Management Committee.

Bookings: Please check **availability** via the Hall website (www.sedberghpeopleshall.org), then download and complete a booking form. This should be emailed to booking.peopleshall@gmail.com (which is also the address for any enquiries).

Forms can also be collected/returned at Sedbergh Information Centre, 72 Main Street, Sedbergh LA10 5AD Tel: 015396 20125.

All regular long-term bookings are subject to the approval of the Management Committee.

Payment: An invoice will be issued and this should be settled at least 30 days prior to the event, or immediately if the booking is made within 30 days of the event. The preferred payment method is by BACS. However, cash or cheque payments can be made at Sedbergh Information Centre.

Access: Front and side doors have an electronic code lock. A code will be issued to each hirer before their event. Hirers should not pass the code on to other people.

The bar area has a mechanical code lock. The code will be given to those hirers who need bar access.

If the hire includes use of changing rooms then these will be unlocked prior to the event.

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; folding tables (39 large and 9 small); water boilers and tea urn; cutlery; 100 cups/mugs, saucers, plates, etc.; 3 large teapots; first aid kit (Kitchen).

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.

Kitchen: Use is free of charge and shared between the Main Hall and the Committee Room hirers.

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

WiFi: is available throughout the Hall at users' risk

Fault reporting: Should anyone using the hall discover a fault, damage or other situation, which might cause injury and which cannot be rectified immediately they should contact one of the emergency numbers below 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:

07890 986606 or (015396) 20885, 20790, 21385, 21808

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 emergency numbers.

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

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

Dishwasher and glass washer are available.

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.

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.

CONDITIONS OF HIRE IN ACCORDANCE WITH THE LICENSING ACT, 2003

The People's Hall Management Committee holds a Premises Licence, a copy of which is displayed in the foyer of the Hall; the Booking Secretary has a copy for reference. It covers provision of alcohol, late-night refreshments, musical entertainment, stage plays, the showing of films, music and dancing. The Hall has a PPL licence, which permits the playing of recorded music, eg: for a disco.

The Hall facilities are hired on the agreement that the Hirer will comply with all the rules, regulations and conditions applicable including those under the Licensing Act 2003, the Equality Act 2010, and the Health and Safety at Work Act etc. 1974 and the Management Health and Safety at Work Regulations 1999. These *Conditions of Hire* must be read together with all the documents included in the *Sedbergh People's Hall Information Booklet*. Breach of the requirements of any acts or regulations will render the Hirer liable to the penalties so provided.

The Management Committee accepts no responsibility for non-conformity by the Hirer to any rules or regulations applicable to the use of the Hall by the Hirer. It is the responsibility of the Hirer to ensure compliance with these *Conditions of Hire* throughout the period of hire.

1. AGE OF HIRER: The Hirer (the person so named on the *Booking Form and Hiring Agreement*), who must be over 21 years of age, agrees to be present throughout the period of the hiring session in order to ensure compliance with the *Conditions of Hire*.

2. CAPACITY: The Hall is licensed to accommodate a maximum of 199 seated or 300 unseated. These numbers must not be exceeded under any circumstances.

3. STEWARDS: The Hirer is responsible for the discipline and the maintenance of good order within the Hall and its environs. The Hirer must provide sufficient stewards, whether on payment or otherwise, and whose names are provided on request of the Committee, to perform this function. One steward is required for functions attended by less than 25 persons, two stewards for functions attended by less than 100 persons and a minimum of three stewards is required at all functions attended by more than 100 persons. For parties or discos where the attendance is by children under the age of 18, the hirer is responsible for ensuring that supervision is at least one adult for every eight children.

4. FIRE PRECAUTIONS: The Hirer is responsible for carrying out fire procedures during the period of hire. The Hirer, and any stewards, must familiarise themselves with the location and use of the fire-fighting equipment, alarm points and exit routes within the building. All exit signs must be illuminated if the Main Hall is in use. Fire exit doors and escape routes must not be locked or obstructed for the duration of any event. The emergency lighting will function automatically in the event of a power failure. In addition designated stewards must ensure the steps to the stage and the passage behind the stage are kept clear as escape routes in the event of an emergency.

IN THE EVENT OF A FIRE ANYWHERE IN THE BUILDING THE FIRE SERVICE MUST BE CONTACTED IMMEDIATELY.

5. NO SMOKING: is permitted anywhere inside the Hall.

6. ALCOHOL: no persons under 18 years of age may be supplied with, or permitted to consume, intoxicating liquor on the premises. Intoxicating liquor may NOT be served at any event UNLESS a **Notice of the Intention to Serve Alcohol** form has been completed at least one month prior to your event and accepted and the Designated Premises Supervisor informed. Any bar must have a range of soft drinks available. Where hirers book the Hall for a social event and a bar licence is not requested the booking is subject to confirmation by the Committee.

7. ADULT ENTERTAINMENT: no persons under the age of sixteen years shall be permitted to be present and all reasonable must be taken to ensure that such entertainment cannot be seen from the outside of the People's Hall. Adult entertainments require a **Notice of Intention to Provide 'Adult' Entertainment** form has been completed and accepted at least one month prior to your event.

8. FOOD: if food is to be prepared and/or sold on the premises, Hirers are responsible for ensuring that all stages of the preparation and serving meet the required health and hygiene standards. Food may be cooked on the premises, but the hall kitchen has only basic facilities, which the hirer should determine its suitability.

9. FIRST AID: in the event of minor injury or accident a FIRST AID KIT is provided in a clearly marked cupboard in the kitchen. Every accident should be recorded in the accident book provided.

10. HOURS OF USE: The Management Committee reserves the right to restrict the hours of use of the whole or any part of the building in particular circumstances. In no case may the use of the Hall or the playing of music be extended beyond 01.00 on weekdays and Saturdays or 23.45 pm on Sundays.

11. TIME-KEEPING: it is the responsibility of the Hirer to ensure that the start and finish times of the hiring sessions are strictly observed, allowing a smooth handover to the next Hirer. The premises must be vacated at the end of the last booked session on each day.

12. TIDINESS AND USE: The Hirer must leave the facilities hired in a clean and tidy condition after use. Cleaning materials are kept in the cupboard on the RHS of the main entrance lobby. The Hall floor must not get wet. Any of the hirer's property or equipment in the Hall is left at the owner's risk. All rubbish and litter must be removed from the premises and any tables and chairs used are to be cleaned and returned to store. A charge will be made if the premises are not left clean and tidy - see *Booking Form*. Bar facilities are provided and no free-standing bar is allowed. Alcohol must not be left on the premises unattended and must be removed at the end of the hire period. All heating, lighting and other electrical appliances must be switched off before leaving premises. A surcharge may be made if this is not complied with.

ANY DAMAGE MUST BE REPORTED WITHOUT DELAY.

13. NUISANCE: litter shall not be left in or about the hall premises by the Hirer or other persons using the building. The Hirer will ensure that no dogs, other than assistance dogs, are brought into the building without the Committee's permission. The Hirer will not permit any obstruction or disturbance to

neighbouring residential property. Noise must be kept to a level that does not cause annoyance to local residents.

14. BETTING, GAMING AND LOTTERIES: nothing shall be done on the premises, which contravenes the law relating to betting, gaming and lotteries.

15. LOSS OR DAMAGE: The Management Committee shall have no responsibility for any loss or damage to the hirer's property placed in the Hall.

16 CANCELLATION OF HIRING: The Management Committee reserves the right to cancel the hiring at any time and will not be liable for any loss or inconvenience incurred by the Hirer.

17. SUPERVISION: The Hirer will grant access to any Police, Fire or Local Government Officer and to the Designated Premises Supervisor or their deputy at any time during the hiring. Members of the Management Committee may enter the premises at any time to ensure its Standard Rules and Conditions are being kept.

18. PAYMENT: The Hirer is responsible for payment of the hire charge, once the booking has been confirmed, together with any further charge that may become due as a result of the hiring. An invoice will be issued, normally between 60 and 30 days prior to the event. Payment is due at least 30 days before the event, or immediately if booked within 30 days of the event. The Management Committee reserves the right to require, in addition, a security deposit from the Hirer. The deposit cheque will be returned/destroyed after the hire period provided no charges are made against it such as: damage, loss, additional cleaning, additional tidying up, etc., or early occupancy of the facility prior to the booked hire period, or late departure after a booked hire period.

19 HIRER CANCELLATION: Should you have to cancel your booking having paid in advance then a full refund (less, at the discretion of the committee, an £8 administration fee) will be made up to 14 days before your event. NO refunds can be made for cancellations within 14 days of the booking, except if the Hall is able to hire to another user.

20 ELECTRIC EQUIPMENT: any electric equipment used in the Hall, which is connected to the mains supply must show a valid PAT certificate.

21 TELEVISION: The hall does not have a TV Licence. Broadcast TV can only be watched if the hirer is a TV Licence holder.

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

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