

SEDBERGH PEOPLE'S HALL INFORMATION FOR HIRERS

(www.sedberghpeopleshall.org)

Howgill Lane, Sedbergh, LA10 5DQ

MANAGEMENT, BOOKING & PAYMENT

MANAGEMENT: The Hall is a charity (registration number 523829). The charity is governed by elected Trustees, who form the Management Committee.

BOOKINGS: Please check **availability** via the People's 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).

Paper forms can also be collected/returned at Sedbergh Information Centre, 72 Main Street, Sedbergh LA10 5AD

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

ALCOHOL LICENCES: A People's Hall licence is required when alcohol is consumed on the premises. Hirers may request the use of the Hall licence from the Management Committee by using the Notice to Supply Alcohol form downloadable from the People's Hall website. A fee is payable for the licence and a damage deposit may be requested. Please refer to the **Additional Terms & Conditions for Alcohol Licences**

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 left at Sedbergh Information Centre.

CANCELLATION: Should you have to cancel your booking having paid in advance then a full refund (minus, at the discretion of the Management Committee, a £10 administration fee) will be made up to 14 days before your event. Within 14 days of the event any refund will be at the discretion of the Management Committee.

By booking the hall you are agreeing to abide by the Conditions of Hire. See pages 3 & 4 of this document.

HALL FACILITIES

MAIN HALL

Dimensions: Main Hall approx. 15m x 12m

Facilities: stage, bar facilities, technical booth

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

Tables & Chairs: approximately 180 chairs mainly in cupboard in main hall to left of main entrance; folding tables - 39 large (180 x 69cm) and 9 small (90 x 69cm) stored under the stage. All tables and chairs should be cleaned as necessary and put away after use.

Lighting: Main Hall light switches are on the left as you enter view the main entrance. Lights are dimmable.

Lighting on the stage is adequate for most events at no extra charge. Additional lighting is available and may be chargeable depending on requirements.

BAR AREA: 2 fridges, glass washer, cash register. Note that glasses are not provided.

COMMITTEE ROOM: Normally laid out as a meeting room for about 12 people. Capacity about 25 people if seating is in rows. Return to meeting room setup after use.

KITCHEN: Use is included in all hires and shared between the Main Hall and the Committee Room hirers. Range cooker, microwave, fridge, dishwasher, water boiler, kettles; cutlery; 100 cups/mugs, saucers, plates, etc.; 3 large teapots; first aid kit (Kitchen).

TOILET FACILITIES: male and female toilets and accessible toilet.

HEATING is included in the hire. Temperature and timing controls are situated in the Main Hall and Committee Room. Please do not use more heating than you require.

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.

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

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

FAULTS & EMERGENCIES

FIRE PRECAUTIONS

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.

DEFIBRILLATOR: Located outside next to side entrance. Call 999 and ask for ambulance to obtain code and instructions.

FIRST AID: There is a First Aid box in the marked cabinet in the kitchen. Where an accident has occurred it should be recorded in the accident book.

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

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.

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.

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.

SEDBERGH PEOPLE'S HALL CONDITIONS OF HIRE

See also Information for Hirers on pages 1 & 2

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: Hire of the hall is not permitted for adult entertainment.

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. Hire fees will be refunded but the Management Committee 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 payable at least 30 days before the event, or immediately if issued within 30 days of the event. The Management Committee reserves the right to require, in addition, a security deposit from the Hirer. The deposit will be refunded 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. If payment of the deposit is by a separate cheque then this will be returned/destroyed. otherwise the deposit will be refunded in the form of a cheque to the hirer.

19. HIRER CANCELLATION: Should you have to cancel your booking having paid in advance then a full refund (minus, at the discretion of the Management Committee, a £10 administration fee) will be made up to 14 days before your event. Within 14 days of the event any refund will be at the discretion of the Management Committee.

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.

22. INSURANCE: The Hall has third party and public liability insurance to cover its responsibility to provide a safe environment. Hirers shall hold insurance to cover the risks associated with their use of the Hall. Examples include: using bouncy castles, spillage of paint on clothing in an art class, food poisoning, collapse of hirer's display stand, damage to the Hall.

23. PROTECTION OF CHILDREN AND VULNERABLE ADULTS:

Where necessary Hirer's shall have Safeguarding Policy.

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