

## ST MARGARET'S HALL - CONDITIONS OF HIRE

FOR THE PURPOSES OF THESE CONDITIONS, THE TERM HIRER SHALL MEAN AN INDIVIDUAL HIRER OR, WHERE THE HIRER IS AN ORGANISATION, THE AUTHORISED REPRESENTATIVE.

IF THE HIRER IS IN ANY DOUBT AS TO THE MEANING OF THE FOLLOWING REQUIREMENTS, THE HALL MANAGER SHOULD BE CONSULTED IMMEDIATELY.

The following conditions are necessary to comply with the Public Entertainments and Theatre Licence No. 067 issued by Dover District Council and to minimise loss or damage to the Hall.

### 1. Capacity

The maximum number of persons admitted to the premises shall not exceed:

Distribution:	Main Hall	Channel rm
Closely Seated	300	60
Dancing	300	60
Seated at Tables	150	50
Seated/Dancing Combined	165	55

The PREMISES may only be used for close seated audiences if all the chairs are clipped together in units of not less than 4 or more than 12.

### 2. Supervision

The HIRER will, during the period of hiring be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage or change of any sort and the behaviour of persons using the premises. The HIRER shall not permit drunkenness or other disorderly conduct on the premises

### 3. Use of Premises

The HIRER shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything, or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof, nor allow the consumption of alcoholic liquor without a proper licence.

### 4. Smoking

No smoking is permitted in any part of the premises

### 5. Licences

Under the Licensing Act 2003, the Hall has a Premises Licence for Entertainment and the supply or sale of alcohol. Every supply of alcohol must be made, or authorised, by the person holding the Personal Licence for the premises.

### 6. Gaming, Betting and Lotteries

The HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law concerning gaming, betting and lotteries.

### 7. Public Safety Compliance

The HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority and Dover District Council, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. See 18 below for further information.

### 8. Assistants

The following number of competent assistants (not under 16 years of age) shall assist the HIRER, not being a person under 21 years of age:

000 - 100 persons -	1
100 - 200 " -	2
200 - 300 " -	3

The HIRER should instruct all assistants in the duties required of them in the event of a fire, other emergency or panic

### 9. Health & Hygiene

The HIRER shall if preparing, serving or selling food observe the relevant food health and hygiene legislation and regulations.

### 10. Electrical Appliance Safety

The HIRER shall ensure that any electrical appliances brought to the premises and used shall be safe and in good working order and used in a safe manner.

### 11. Indemnity

The HIRER shall indemnify the Committee for the cost of repair of any damage done to any part of the property, including the curtilage thereof, of the contents of the building, which may occur during the period of hire as a result of the hiring.

### 12. Children

The HIRER shall ensure that any activities for Children comply with the provisions of Act of Parliament and that an adequate number of fit and proper adults are in attendance to guard against overcrowding and take other safety precautions.

### 13. Cancellation

The COMMITTEE reserves the right to cancel the hiring in the event that of the premises being needed for use as a Polling Station or for Local Government Elections or by-elections, in which case the HIRER shall be entitled to a refund of any deposit paid.

### 14. Unfit for use

In the event of the premises, or any part thereof, being rendered unfit for the use which it has been hired; the COMMITTEE shall not be liable to the HIRER for any resulting loss or damage whatsoever.

### 15. Refusal of Booking

The Committee reserves the right to refuse a booking without notice or to cancel the hiring agreement at any time before or during the term of the agreement upon giving seven days notice to the HIRER

### 16. Noise

The HIRER shall exercise effective control over the volume of sound produced, particularly late in the evening, so that no nuisance is caused to those living nearby. During a performance all windows and outside doors must be kept closed. No sounds from the premises must be audible within any other premises between 2300 and 0700 to comply with the terms of our licence. The HIRER should also ensure that the absolute minimum of noise is made on arrival and departure.

### 17. End of Hire

The HIRER shall, at the end of the hiring, be responsible for leaving the premises in a clean and tidy condition, turning off the heating and lighting and properly locking and securing the premises unless otherwise arranged. Failing this the Committee reserve the right to make an additional charge.

### 18. Emergency Procedures

The HIRER acknowledges that he/she is competent in the following matters or has sought instruction from the Hall Manger or a COMMITTEE representative:

The normal safety precautions to be observed.

Action to be taken in the event of Fire.

Location and the use of fire equipment.

Method of operating emergency door fastenings.

Escape Routes and the need to keep them clear.

Evacuating the premises.

Additionally the HIRER in advance of the event shall check the following items:

That all Fire Emergency Exits are in working order and free from obstruction so they can be safely used.

That there are no obvious 'fire-hazards' on the premises.

That the nearest public telephone is in working order - or that they will have access to a functioning mobile phone.

That in the event of a fire, however slight, the Fire Brigade will be called.

### 19. Special Performances

Demonstrations of hypnotism and the use of strobe lighting or laser equipment have restrictions imposed by the local authority. In such cases, special permission will have to be obtained.