



# GREAT HOUGHTON PARISH COUNCIL

## Conditions of Hire

The hirer of the premises, as indicated and signed on the booking form, is responsible for ensuring compliance with the Parish Council's requirements, including all licensing laws and regulations. In addition to the conditions appearing on the booking form, the following must be observed and / or complied with:-

1. The main hall, kitchen, lounge, toilets etc should be left in a tidy condition. Crockery, cutlery, glassware etc used should be washed and put away. All rubbish should be collected and placed in bin liners (where appropriate) for disposal.
2. When public entertainment is taking place, the hirer must ensure that he / her, or a nominee (who shall be over 21 years of age) is in control and is assisted by two attendants, who will act in the case of any emergency.
3. **The person in control (the hirer or his / her nominee) shall be responsible for summoning emergency services in the event of a fire or other emergency. The exchange telephone line is located in the kitchen.**
4. **The person in control (the hirer or his /her nominee) shall be responsible for evacuating the premises in the event of an emergency to the designated Fire Point - Stonebridge Lane**
5. **The person in control (the hirer or his /her nominee) shall immediately after contacting the emergency services contact the caretaker informing them of the emergency.**
6. All entrances and fire escape routes shall be kept free from any sort of obstruction.
7. The level of noise emanating from the entertainment on the premises shall be such that unreasonable disturbance is not caused to persons in the neighborhood.
8. The hirer or his / her nominee shall be responsible for the maintenance of good order and decent conduct during the hours of performance, functions or entertainments, and shall be responsible for any breach or disregard of these conditions.
9. Drunkenness or any other disorderly conduct e.g. drug taking, shall not be permitted therein, nor shall any person be allowed to enter or continue therein when in a state of intoxication or under the influence of drugs.
10. There shall be no exhibition, recitation, acting, singing or dancing which is of an obscene character, or is in any way offensive to public decency or calculated to excite any breach of the peace, tumult or disorder.
11. Occupancy capacity figures - the maximum number of persons allowed in the premises as a whole at any one time must not exceed 180.

12. Whilst the public are present no door affording a means of exit must be locked or fastened in such a way that it cannot be easily and immediately opened from the inside.
13. On those occasions when disabled or handicapped persons are present on the premises, such special arrangements as may be necessary in the circumstances shall be made, so as to enable all persons to leave the premises safely in the event of a fire etc.
14. Only the approved seating and gangway arrangements as agreed by the Fire Authority shall be permitted.
15. No entertainment must be provided which includes effects by smoke, pyrotechnics, naked flames or other similar effect unless prior approval has been granted by the Fire Authority.
16. Any accidents, incidents, interruptions, etc shall be notified to the Caretaker and or Clerk
17. That adequate Insurance Cover is in place where entertainment or activities are provided and copies of such Insurance, provided on request.