



# Rotherfield Village Hall

North Street, Rotherfield, East Sussex TN6 3LX

REGISTERED CHARITY No. 268271

## Theatrical and Entertainment Events

### 1. Health & Safety Officer

It is important that a person over the age of 18 years is appointed to be responsible for health and safety when such events are taking place. At least 2 other persons over the age of 18 years must also be appointed and instructed in the procedure for evacuation in case of an emergency.

### 2. Preparation for public entry to the event

Before each event the appointed officer will ensure that the emergency exits are unobstructed and the emergency lights are switched on – switch is in the cupboard in the foyer. He/she will ensure he/she is familiar with the location of all exits and fire fighting equipment. He/she will ensure that all participants are familiar with the procedure for evacuation in the event of an emergency.

### 3. Emergency procedure

In the event of an emergency all entertainment shall cease and the public and participants must be instructed to leave the building in a calm and orderly manner. The relevant emergency service must be contacted as soon as a problem is discovered.

### 4. Performance Restrictions

Acts containing hypnotism, mesmerism or similar are not allowed on the premises.

No real flames, explosives or highly flammable substances shall be brought to or used at the premises.

### 5. No smoking

Smoking is not permitted in any part of the premises.

### 6. Notification to the public

At the start of each performance the location of fire exits, emergency lighting and fire fighting equipment are indicated to the audience and the fire alarm and evacuation procedure is explained. It must also be made clear that smoking is not permitted in any part of the premises and that all exits are to remain unobstructed.

I have read the points above and those in the Conditions of Hire overleaf and accept responsibility on behalf of the organisation named below:

<i>Name of Hiring Organisation</i>		
<i>Signature</i>	<i>Print Name</i>	<i>Date of Performance</i>

## Conditions of Hire

### Bookings

All application for use of the Hall shall be made on this form and lodged with the Booking Secretary. The Committee at its absolute discretion shall be entitled to reject any application or refuse admission to the Hall to any individual without assigning any reason to such rejection or refusal. All bookings are subject to confirmation by the Booking Secretary and to payment of the appropriate fees (including special deposits for music & dancing & sale of alcohol) as published from time to time by the Committee. No bookings will be accepted from any person under the age of 18 years of age. Written notice of cancellation of bookings will be accepted if received not later than 28 days before the reserved date. After this time all booking fees will be forfeited in full.

### Responsibility

The person or organisation entering into a hire agreement shall be fully responsible for its proper and legal and orderly use of the Hall and for leaving the premises clean and tidy and safely secured at the conclusion of the hire. All electrical lighting and appliances shall be switched off. Any loss or damage to the Hall, its fixtures, fittings and contents, must be reported immediately to the Booking Secretary, and hirers indemnify the Committee for the cost of repair or replacement thereof. Any equipment left on the premises by regular hirers shall be stored in its designated storage space, and all doors and cupboards properly secured, at the sole risk of the hirer. No equipment or fittings, the property of the Village Hall, may be taken out of the building.

### Music, Singing & Dancing

The Hall is licensed for music, signing and dancing and other similar public entertainment but the maximum number of persons allowed in the Main Hall on each occasion is limited as follows:-

Stage shows closely seated 250. Dances or receptions with chair and table seating 170.

Wheel chairs 3 only.

### Sale of Alcohol/Beverages

Appropriate licences must be obtained for the sale of intoxicating liquor and prior notice of such sales must be given to the Booking Secretary.

The licence must be displayed at the function for which it was obtained.

### Statutory Obligation

Hirers shall ensure that no activity is permitted on the premises in breach of the Betting & Gaming Act, Performing Rights and other copyright legislation and any other statutory controls for the time being in force.

### Safety Regulations

All statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment. The switch for these is located in the meter cupboard in the foyer.

### Fixtures and Fittings

No interference shall be made to fittings and arrangements (and no extension for special lights or other appliances shall be made without prior written consent of the Committee). No bolts, tacks, screws etc. shall be driven into any part of the fabric of the Hall, its stage or other fixtures. No decorations, placards, or posters shall be attached in such a way as to damage or deface the Hall. Use hooks provided. No crystals, powder, or other substance shall be applied to the floors.

### Animals

No animals shall be admitted to the Hall without prior written consent of the Committee, except Guide Dogs.

### Car Parking

Any letting of the Hall shall include use of the car parking facilities but without any priority over other users of the Hall and Recreation Ground adjoining. Cars must be parked so as not to cause obstruction, and noise kept to a minimum. The Committee accept no responsibility for vehicles (or their contents), which are parked at the risk of the owners.

### No Assignment or Sub-Letting

This Hire Contract may not be assigned to any Third Party nor may the hirer sub-let their facilities in part or whole thereof.

### Right of Access

Any officer of the Committee or any Police or Fire Fighter shall be granted access to the Hall at all times and for any purpose.

### Force Majeur

The Committee shall have no liability to the hirer on any account whatsoever in the event that the Hall shall not be available in part or in whole on any designated date, or if any function or activity shall be delayed due to act of God, breakdown of machinery, failure of supply of electricity, gas, water, or storm, tempest, flood, fire, or any other occurrence beyond the direct control of the Committee.

### Injury, Loss or Damage to Persons or Property

The Committee shall have no liability for any injury, loss or damage, howsoever caused to any person or property arising during or as a result of any functions or other activities, the subject matter of this Hire Contract and the hirer shall indemnify the Committee against all such claims without reservation.

### No Variation

These conditions of hire shall prevail in any contract for the hire of the Hall, and no variation thereof shall be permitted, without prior written consent of the Chairman or Secretary of the Committee.

Any serious breach of these conditions shall entitle an officer of the Committee to take such steps as are necessary to rectify the same, including termination of the function or activity, and the vacation of the Hall by all persons for whom the hirer is responsible.