



# Naburn Village Hall

## SCHEDULE OF SPECIAL CONDITIONS

For use in respect of hirings for public events

For the purposes of these conditions, the term **Hirer** shall mean an individual hirer or, where the hirer is an organisation, the authorised representative of that organisation.

1. The **Hirer**, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the Public Entertainment Licence relating to management and supervision of the premises are met.
2. The **Hirer** acknowledges that she/he is fully aware of the following matters:-
  - a. the action to be taken in event of fire, including calling the Fire Service and evacuating the hall
  - b. the location and use of fire equipment
  - c. escape routes and the need to keep them clear
  - d. method of operation of escape door fastenings
3. In advance of the admission of the public to the premises the **Hirer** shall check:-
  - a. that all fire exits are unlocked and panic bolts are in good working order
  - b. that all escape routes are free of obstruction and can be safely used
  - c. that there are no obvious fire hazards on the premises
  - d. that the emergency lighting system for exit doors is in working order
4. There shall be, in addition to the **Hirer**, a minimum of 2 further competent attendants on duty on the premises to assist people entering and leaving, none of whom shall be less than 18 years of age. All persons on duty shall have been instructed as to their responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the fire fighting equipment, how to call the Fire Service and evacuation procedure
5. The number of people on the premises shall not exceed 30 at any time
6. All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit
7. The Fire Service shall be called to any outbreak of fire, however slight, and details thereof shall be given to the secretary of the **Committee**

8. Performances involving danger to the public shall not be given
9. Highly inflammable substances shall not be brought into, or used in, any portion of the premises
10. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the **Committee**
11. No unauthorised heating appliances shall be used on the premises
12. The premises are controlled by a Public Entertainments Licence, which restricts their use for public entertainment to the hours of 10:00 to 24:00 (10am to midnight) on any weekday and excludes such use on Sundays

Signed by the **Hirer**: \_\_\_\_\_

Date: \_\_\_\_\_