

CARLETON COMMUNITY ASSOCIATION

GENERAL RULES GOVERNING THE USE OF THE MEMORIAL HALL

Preamble: The management of the Memorial Hall is vested in the Management Committee of the Community Association, whose powers and composition are defined in the constitution, a copy of which may be obtained from the Booking Secretary. Under the provisions of the constitution, the Management Committee is empowered to make rules or to withdraw or amend them.

1. Use of the Hall

Use of the Memorial Hall and its facilities is subject to the following rules and, in the case of hirers, to the conditions incorporated in the hiring agreement.

2. Equal opportunities

The Memorial Hall shall be open to all members of the community regardless of age, race, nationality, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

3. Applying to use the Memorial Hall

- (a) Application for use of the Memorial Hall shall be made to the Booking Secretary.
- (b) The right to refuse any application for use of the Hall's facilities is reserved to the Management Committee or the Booking Secretary, provided that the Booking Secretary reports his/her action to the next meeting of the Management Committee. The Management Committee may refuse an application to use the Hall's facilities if the use by a particular association or individual presents a risk of public disorder or of alienating the Association's beneficiaries or supporters. In any circumstances of doubt, the Booking Secretary shall report the matter to the Chairman, and shall not confirm the letting without the agreement of the Chairman.
- (c) All arrangements for the use of the Hall's facilities are subject to the Association reserving the right to cancel bookings when the premises are required for use as a Polling Station or are rendered unfit for the intended use.
- (d) Sections and affiliated groups of the Association shall normally have priority use of its facilities, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by the Association except as provided for in (c) above.

4. Hours of opening

Facilities at the Memorial Hall are normally available for the use of its members and outside hirers between the hours of 08.00 and 23.00 daily subject to the terms of:

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| (1) The Planning Consent | The Hall must be vacated by 23.00 hours |
| (2) The Entertainment Licence | The Hall is licensed for the public performance of music and dancing between the hours of 10.00 and 23.00 Monday to Saturday and 12.00 and 22.30 on Sunday. |
| (3) The Hall may be hired for other activities at a time agreed with the Booking Secretary subject only to the terms of the Planning Consent as above. | |

5. Maximum Capacity

The Memorial Hall has a maximum capacity of 150 (this figure includes helpers and performers) and on no account shall this figure be exceeded.

6. Safety Requirements

All conditions attached to granting the Hall's Public Entertainment Licence, or other licences shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

- (a) obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress;
- (b) The emergency lighting supply must be on during the whole time the premises are occupied, and must illuminate all exit signs and routes;
- (c) the Hall is a no smoking building;
- (d) fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose;
- (e) The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Booking Secretary;
- (f) performances involving danger to the public shall not be given;
- (g) highly flammable substances shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc) shall be undertaken or erected without the consent of the Management Committee.
- (h) no unauthorised heating appliances shall be used on the premises. Adjust the thermostat in the main hall to the temperature you require. Before leaving the Hall reset the thermostat to 5 degrees. Please DO NOT touch the radiator controls or the main boiler in the kitchen.
- (i) the First Aid box shall be readily available to all users of the premises. It is located in the cupboard near the door in the kitchen. The Booking Secretary must be informed of any accident or injury occurring on the premises.
- (j) all electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989. The Management Committee disclaims all responsibility for all claims and costs arising from the use of any such equipment that does not so comply.

7. Supervision

The hirer or person in charge of an activity shall not be under 18 years of age and shall be on the premises for the entire period of the hire or duration of the activity. The person in charge shall not be engaged in any duties which prevent him/her from exercising general supervision. If for whatever reason the Hirer elects to engage a substitute person in charge they must have access to and be bound by this Hirers Agreement.

When the premises, or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty where under 100 persons are attending the entertainment. The number of adult attendants required is increased in the following circumstances:

- (a) where 100 –150 people are present - to three

- (b) when the majority of those present at the entertainment are less than 16 years of age, and when many people with disabilities are expected to attend, the numbers of adult supervisors required will be increased. It will be the hirer's responsibility to contact the Local Authority should the circumstances in (b) occur.

All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall familiarise themselves with the fire-fighting equipment provided. Fire extinguishers are located at either end of the Hall (one in the kitchen) and a panic bar is installed on the side door of the premises.

8. Safety of vulnerable people.

No activities or groups involving either young children under eight years of age or vulnerable adults will be permitted on the premises except with the written agreement of the Management Committee, which will require that the relevant provisions of the Children's Act 1989 and subsequent legislation, the Home Office Code of Practice *Safe from Harm*, and any conditions required by the Office for Standards in Education (OFSTED) or by the local Social Services Department (as appropriate) are complied with before giving such permission. In the case of affiliated groups or outside hirers, it is the responsibility of the organisers of the activities concerned to ensure compliance with these requirements so that only fit and proper persons have access to young children, and that such persons shall at all times be in attendance upon children and /or young people who are on the premises for the activities concerned.

9. Supply of food and drink

As the hall is not registered as food premises no food or drink shall be prepared on the premises, and only dry goods such as packaged biscuits may be stored or served. Canned or bottled drinks are permitted, but beverages such as tea or coffee may only be prepared and consumed on the clear understanding that no milk may be kept in the Hall for any longer period than two hours.

10. Intoxicating liquor

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the express permission in writing of the Management Committee, whose consent must also be obtained prior to the Hirer seeking any Occasional Licence or Permission for the sale of alcohol liquor.

11. Music in the Hall

It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a licence from the Phonographic Performance Ltd (PPL) and, if so to obtain one.

12. Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or associations responsible for functions held in the Hall shall ensure that the requirements of the relevant legislation are strictly observed.

13. Storage

The permission of the Management Committee must be obtained before goods or equipment are left or stored at the Hall, except that the Booking Secretary is authorised to grant permission for overnight storage of goods and equipment brought to the Hall for a particular function or event.

14. Loss of property

The Association cannot accept responsibility for damage to, or loss, or theft of Hall users property and effects.

15. Car Parking

Cars shall not be parked so as to cause obstruction at the entrance to, or exits from the Hall. Where parking spaces are provided and available, these must be used, and in any case users of the Hall should avoid undue noise on arrival and departure.

16. Nuisance

- (a) Litter shall not be left in or about the Hall.
- (b) Except in the case of trained guide-dogs for the blind, dogs shall only be permitted on the Hall premises in connection with organised activities such as dog training or dog shows.
- (c) Hirers and organisers of events in the Hall are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property. The inner/exit doors shall remain closed at all times other than the ingress and egress of patrons. These doors shall not be wedged, hooked or held open for any reason. The windows must not be opened. The mechanical ventilation system must be used if the rooms become too hot.

17. Cleaning and Security

All use of the Hall premises and facilities is subject to users accepting responsibility for returning furniture and equipment to their original position, and for securing doors and windows of the premises as directed by the Booking Secretary. All users shall also leave the premises and surrounds in a clean and tidy condition, especially chairs and tables after use at parties. When you leave please ensure that BOTH doors are LOCKED, taps are turned off, toilets are flushed, water heater in kitchen and all lights are turned off.

Please report to the Booking Secretary ANY damage or concerns you may have.

The Hall belongs to the people of Carleton – please treat it with respect and enjoy yourselves.