

**STEDHAM MEMORIAL HALL TRUST**  
*Registered Charity 305427*

**SCHEDULE OF SPECIAL CONDITIONS**

Special Conditions of Hire to comply with the Public Entertainment Licence issued under the Local Government (Miscellaneous Provisions) Act 1982/Theatre Licence issued under the Theatres Act 1968.

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

A copy of the Premises Licence is displayed in the Hall. The capacity of 100 persons must not be exceeded.

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/Stage Play Licence relating to management and supervision of the premises are met.

The Hirer acknowledges that she/he has received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the fire brigade and evacuating the Hall.
- The location of fire equipment.
- Escape routes and the need to keep them clear
- Method of operation of escape door fastenings
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire

In advance of the entertainment or play the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order
- That all escape routes are free of obstruction and can be safely used
- That any fire doors are not wedged open
- That exit signs are illuminated
- That there are no obvious fire hazards on the premises

There shall, in addition to the Hirer, be a minimum of two competent attendants on duty on the premises to assist people entering and leaving, none of whom shall be less than 18 years of age. If most of the audience is under 16, the number of attendants shall be not less than four. All persons on duty shall have been instructed as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the fire fighting equipment available, how to call the fire brigade and evacuation procedure.

**Capacity**

The number of people on the premises **shall not exceed 100** (the number permitted under the Entertainment or Premises Licence granted in respect of the premises, hereinafter called 'The Licence').

**Means of Escape**

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

**Outbreaks of Fire**

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Booking Secretary of the Management Committee.

**Dangerous Performances**

Performances involving danger to the public shall not be given.

**Explosives and Flammable Substances**

Highly flammable substances shall not be brought into, or used in any portion of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Management Committee.

**Heating**

No unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

**Hours of Opening**

The premises shall not be used for public entertainment except between the hours of 8.30am and Midnight, unless special permission has been issued by Chichester District Council or Unitary Authority and by the Management Committee.

Name of Hirer .....

Address .....

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..... Post Code .....

Telephone No. .... Mobile: .....

Signature: ..... Date .....