

## **GENERAL RULES GOVERNING THE USE OF LLANSANNOR COMMUNITY HALL**

The management of the hall is vested in the executive committee of the Llansannor Community Hall Association (hereinafter 'LCHA committee') whose powers and composition are defined in the Constitution, a copy of which may be obtained from the LCHA committee Secretary ("Secretary"). Under the provisions of the Constitution, the LCHA committee is empowered to make, withdraw or amend the LCHA rules.

### **1 Use of the Hall**

Use of the 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**

Hall users must abide by the terms of the LCHA Equal Opportunities Policy which is included in this guide and on the LCHA web site. [WWW.LLANSANNOR.ORG.UK](http://WWW.LLANSANNOR.ORG.UK).

### **3 Applying to use the hall**

- (a) Application for use of the hall shall be made to the LCHA committee Lettings Officer. (See [WWW.LLANSANNOR.ORG.UK](http://WWW.LLANSANNOR.ORG.UK) for further information on how to make a booking.)
- (b) The right to refuse any application for the use of the hall is reserved to the LCHA committee or the Lettings Officer, provided that the Lettings Officer reports his/her action to the next meeting of the committee. The LCHA committee may refuse an application to use the hall's facilities if the use by a particular group or individual presents a risk of public disorder or of alienating LCHA members. In any circumstance of doubt the Lettings Officer shall report the matter to the Secretary, and shall not confirm the lettings without the agreement of the Secretary.
- (c) All arrangements for the use of the hall facilities are subject to the LCHA committee 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) Local groups that hold regular meetings shall normally have priority use of the hall facilities, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by the LCHA committee except as provided for in (c) above.

### **4 Hours of opening**

Facilities at the hall are normally available for use by members, local groups and outside hirers between the hours of 9.00 am and 11.00 pm. In exceptional circumstances, these hours may be extended on application to the LCHA committee.

## 5 Maximum capacity

The hall has a maximum capacity of 120 seated or 140 dancing (these figures include dancers and performers and may be reduced depending on furniture and equipment required in the hall for the event). On no account shall these figures be exceeded.

## 6 Safety Requirements

In hiring the hall all users agree to abide by the Rules, Conditions of Hire, Requirements and Policies as set out in the current version of the LCHA Health and Safety Manual and User Guide (available on the Hall web site [WWW.LLANSANNOR.ORG.UK](http://WWW.LLANSANNOR.ORG.UK) ) and must carry out an appropriate Risk Assessment for the activities they are undertaking in the hall. The Letting Office will require all hirers to sign the hire agreement acknowledging their acceptance of these conditions and may require users to provide a copy of the risk assessment. [The representative of Regular User Groups will be required to sign a copy of the Hire Agreement Health and Safety Declaration annually].

All users shall ensure that nothing shall be done by them or any person within their group which will endanger the users of the building, or invalidate the policies of insurance relating to it and to its contents. In particular:

- (a) obstructions must not be placed in, or in front of, gangways or exits, which must be immediately available for free public egress;
- (b) the emergency lighting must remain on during the whole time the premises are occupied, and must illuminate all exit signs and routes;
- (c) fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose;
- (d) the Fire & Rescue Service shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Lettings Officer;
- (e) any performance or activity which could be reasonably considered or is deemed by the LCHA committee, to involve danger to the public shall not be permitted;
- (f) highly flammable substances shall not be brought into or used in any part of the premises. No decorations of a combustible nature (e.g. polystyrene or drapes which are not certified as fire retardant) shall be installed without the written consent of the LCHA committee;
- (g) no unauthorised heating appliances shall be used on the premises;
- (h) all electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989 and the LCHA Electrical Safety Policy. The LCHA committee disclaims all responsibility for all claims and costs arising from the use of any such equipment that does not so comply. Contractors and Commercial users may be required to produce evidence of current valid PAT testing of portable appliance.
- (i) hirers and leaders of local groups are advised that no First Aid Box is provided by the LCHA committee for general use, and each group using the premises is required to make its own provision;

## 7 Supervision

The hirer or person in charge of an activity shall be an adult (i.e., aged 18 or over) and shall be on the premises for the entire period of hire or duration of the activity. He/she shall not be engaged in any duties which prevent him/her from exercising general supervision.

When the premises are used for the purpose of public entertainment there shall be a minimum of two adults on duty for attendances of 100 or less, or three adults for attendances over 100. When the majority of those present are less than 16 years of age, and when significant numbers of 'vulnerable' people and or people with disabilities are expected to attend, the numbers of adult supervisors required will be increased by negotiation with the LCHA committee.

All persons in charge or on duty shall have been informed of the general Safety Rules, Procedure for Evacuation of the Premises and shall familiarise themselves with the Fire alarms and Fire-fighting equipment provided.

### **8 Safety of Vulnerable People**

(a) Birthday parties and similar events for children and young people supervised at all times by parents are allowable without reference to the requirement in 8 (b) below.

(b) Organisers of activities or groups for either young children under eight years of age or vulnerable adults will be asked to confirm their compliance with the relevant provisions of the Children 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).

### **9 Supply of Food and Drink**

The hall is not registered as food premises. Limited facilities allow the heating and serving of previously prepared food and drink. Users are responsible for ensure they fully comply with the appropriate, current, Food Safety Regulations.

### **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 LCHA committee, whose consent must also be obtained prior to seeking any Occasional Licence or Permission for the sale of alcoholic drinks.

### **11 Public Performances**

No literary, dramatic, musical, film or video work shall be performed or shown at the premises without obtaining all necessary copyright licences and theatre, film, video and public entertainment licences. No such work shall be performed or shown without the prior approval of the Lettings Officer, and no alteration to the work shall be made after such approval.

### **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 local groups and hirers responsible for functions held in the hall shall ensure that the requirements of the relevant legislation are strictly observed.

### **13 No Smoking Area**

In compliance with current legislation ALL AREA's of the hall including the Balcony and porch areas are classified as No Smoking Areas. Hirers and User Organisers are responsible for ensuring smoking is prohibited at all times.

#### **14 Storage**

The permission of the LCHA committee shall be obtained before goods or equipment are left or stored on the hall premises, except that the Lettings Officer is authorised to grant permission for the overnight storage of goods and equipment brought to the hall for a particular function or event.

#### **15 Loss of Property**

The LCHA does not accept any responsibility whatsoever or howsoever caused arising from damage to, or the loss or theft of, property and effects belonging to hall users. Responsibility for 'user group' and personal property is solely the hirer's and no claim against the LCHA or its insurers will be accepted.

#### **16 Car Parking**

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the hall and surrounding properties. Where parking accommodation is provided and available this must be used and in all cases users of the hall should avoid undue noise on arrival and departure. All vehicles are parked at their owner's risk. The LCHA committee does not accept any responsibility whatsoever or howsoever caused arising from damage to, or theft from or of, vehicles parked in the car parks.

#### **17 Nuisance**

- (a) Litter shall not be left in or about the hall premises and grounds.
- (b) No confetti is allowed either inside the hall or the grounds.
- (c) Except in the case of trained Assistance and Guide Dogs for the blind, dogs and other pets shall be precluded from the hall premises.
- (d) Hirers and organisers of events in the hall are responsible for ensuring the safety of persons attending their events and the general public and shall not permit unsafe, unruly or unreasonable behaviour by any person in the hall or the surrounding grounds, car park etc.
- (e) Hirers and organisers of events in the hall are responsible for ensuring that behaviour and particularly the noise level at their functions is not such as to cause inconvenience for the occupiers of nearby houses and property.

#### **18 Cleaning and Security**

- (a) All use of the premises and facilities is subject to the users accepting responsibility for returning furniture and equipment to their original condition and position, and for securing doors and windows of the premises as directed by the Lettings Officer.
- (b) All users shall leave the premises and surrounds in a clean and tidy condition including the removal of rubbish bags (there is no refuse collection from the hall). Where the hall is left in a condition deemed by the Lettings Officer to be unsatisfactory the LCHA committee reserves the right to retain part or all of the deposit to meet the costs of any cleaning or other necessary remedial work.
- (c) All heating and lighting shall be switched off and the building fully secured at the end of the hiring. The keys to the premises shall be returned promptly in the manner agreed to the Booking Officer.