

SUTTON RECREATION GROUND AND MEMORIAL HALL TRUST

SPECIAL CONDITIONS OF HIRE TO COMPLY WITH THE PUBLIC ENTERTAINMENT LICENCE ISSUED UNDER THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

The hirer hereby acknowledges receipt of a copy of the conditions of the Public Entertainment Licence.

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.

The hirer acknowledges that she/he has received information on the following matters:

- The action to be taken in event of fire. This includes calling the fire brigade and evacuating the hall. Assembly point on the playing field.
- The location and use of fire equipment. Fire extinguishers in kitchen, main hall and by stage area.
- 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 or closing all fire doors at the time of a fire.

In advance of the entertainment 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 2 (two) competent attendants on duty on the premises to assist people entering and leaving, none of who 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 4 (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 for dancing, or seated the number permitted under the entertainment licence granted in respect of the premises, hereinafter call “The Licence”.

Number not to exceed:	
Seated at tables	180
Dancing and tables	200
Dancing only	235
Closely seated	256

MEANS OF ESCAPE

All means of exist from the premises must be kept free from obstruction and immediately available for instance free public egress.

(If not operated by an automatic mains failure switching device), the emergency lighting supply illumination all exist signs and routes must be turned on during the whole of the time the premises are occupied.

OUTBREAKS OF FIRE

The Fire Brigade shall be called to any outbreaks of fire, however slight, and details thereof shall be given to the 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.

HOURS OF OPENING

The premises shall not be used for public entertainment except between the hours of Monday – Friday 10a.m. – 12p.m. Saturday 10a.m. – 11.45p.m. Sunday 12 noon – 10.30p.m. New years Eve 10a.m. – 12.30a.m. unless special permission has been issued by Suffolk Coastal District Council and by the Management Committee.