

GENERAL RULES FOR HIRING CHERRY GARDEN HALL (2021)

The management of Cherry Garden Hall is vested in the Cherry Garden TRA Committee, as defined in the constitution, a copy of which may be obtained from the Secretary.

The Committee is empowered to make rules or to withdraw or amend them.

1. Use of centre

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

2. Equal opportunities

The Hall is open to all members of the community regardless of sex, sexual orientation, nationality, age, disability, race, or of political, religious or other opinions.

3. Applying to use the centre

- (a) Application to use the Hall shall be made to the Hall Manager or TRA Chair.
- (b) The right to refuse any application for the use of Hall facilities is reserved to the Committee. The Committee may refuse an application to use the Hall's facilities if the use by a particular organisation or individual presents a risk of public disorder or of alienating the Hall's beneficiaries or supporters.
- (c) The Committee reserves the right to cancel any bookings when the premises are required for use as a Polling Station or emergency rest centre or are otherwise rendered unfit for the intended use.
- (d) Local residents, sections and affiliated groups of the TRA shall normally have priority use of the facilities.

4. Hours of opening

Facilities at the Hall are normally available for hire between the hours of 9am-9pm on weekdays, and 10am-4pm at weekends. All times are subject to staff availability.

5. Maximum capacity

The Hall has a maximum capacity of 60 people (including helpers and performers), and on no account shall this figure be exceeded. Under Covid-19 restrictions, this has been reduced in line with government and council guidance to **30 maximum**.

6. Safety requirements

All conditions attached to the granting of the Hall's Premises 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 to 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) all groups are expected to co-operate in the fire drills which may be arranged at varying times in order to familiarise users with evacuation procedures;
- (c) the emergency lighting supply must be turned on the whole time the premises are occupied, and must illuminate all exit signs and routes.

- (d) the Fire Service shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Hall Manager or TRA Chair;
- (e) performances involving danger to the public shall not be given;
- (f) 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;
- (g) no unauthorised heating appliances shall be used on the premises;
- (h) the First Aid box shall be readily available to all users of the premises. It is located in the kitchen, and must be returned there after use. The Hall Manager or TRA Chair must be informed of any accident or injury occurring on the premises;
- (i) all electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989 and any subsequent legislation. The Committee disclaims all responsibility for all claims and costs arising from the use of any 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 hire or duration of the activity. S/he shall not be engaged in any duties which prevent him/her from exercising general supervision. 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 over 100 people are present - three;
- (b) when the majority of those present at the entertainment are less than 16 years of age, and/or when many people with disabilities are expected to attend, the numbers of adult supervisors required will be increased. All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises.

8. Safety of vulnerable people

No activities or groups involving either children or vulnerable adults will be permitted on the premises except with the written agreement of the Committee, which will require that 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) 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/or vulnerable adults, and that such persons shall at all times be in attendance upon children and/or vulnerable adults who are on the premises for the activities concerned.

9. Supply of food and drink

Only persons who have satisfactorily undertaken any relevant training required by the Council's Environmental Health Department, and otherwise satisfied the requirements of current legislation, shall be permitted to handle food on the premises. Such persons at all times shall observe the Code of Conduct displayed in the kitchen.

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 seeking any relevant permission and/or to issue any Temporary Event Notice for the sale of alcoholic liquor.

11. Music in the centre

The premises are licensed with PPL/PRS for the performance of music. It is the responsibility of any independent user group which uses music in its activities to check if it requires a licence 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 responsible for functions held in the Hall premises shall ensure that the requirements of the relevant legislation are strictly observed.

13. Temporary Event Notices (TENs)

The Hall Manager or TRA Chair must be given at least four weeks' notice of any event that is not licensed by the Hall's Premises Licence. They will then determine whether or not the event should take place, and if approved will either themselves issue the TEN or require the hirer to do so.

14. Storage

The permission of the Committee must be obtained before goods or equipment are left or stored at the Hall, except that the Hall Manager or TRA Chair 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 Committee cannot accept responsibility for damage to, or the loss or theft of Hall users' property and effects.

16. Car parking

Cars shall not be parked so as to cause an obstruction at the entrance to or exits from the Hall. Users of the Hall should avoid undue noise on arrival and departure.

17. Nuisance

- (a) Litter shall not be left in or about the Hall premises.
- (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 does not interfere with other activities within the building nor cause inconvenience for the occupiers of nearby properties.

18. Cleaning and security

All use of Hall premises and facilities is subject to the 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 Hall Manager or TRA Chair. All users shall also leave the premises and surrounds in a clean and tidy condition, as directed by the Hall Manager or TRA Chair.