

BROADWELL VICTORY HALL

Compliance with Hire and Premises Licence Conditions

Conditions of Hire

All hirers are obliged to ensure their adherence to the 'Conditions of Hire' during their use of Broadwell Victory Hall.

All facilities used must be left safe, secure, clean and tidy ready for the next user (leave the hall as you would wish to find it).

In particular:

- Sweep, mop, Hoover and wipe all areas that need it
- Turn all lighting and appliance switches to OFF and return heating thermostat setting to 10°C
- Return hall chairs to store room, stacking them 10 high
- Wipe hall tables and return to store room stacked tidily and compactly
- Ensure that ALL major rubbish is taken away
- When using the facility, the Hirer will be held responsible for the safety and security of the building, which means strictly observing the Fire Regulations and where appropriate checking the security doors and otherwise properly securing the building.
- Only under emergency circumstances is a Hirer authorised to touch the main electrical, gas or water controls or settings.

Premises Conditions

Use of the Hall and associated areas is regulated by a Premises Licence issued by the Rugby Borough Council. Duly authorised officers of Rugby Borough Council, officers of the Fire Authority, Police Officers and the Hall Trustees reserve the right to carry out random checks that Hirers of the Hall are complying with the Conditions laid down in the Premises Conditions.

Alcohol - The Sale of Alcohol is not permitted.

Restricted hours - The hours when the Hall may be used including regulated entertainment are restricted under the Premises Licence and are reflected in the times stated in the Hire Agreement.

Noise Nuisance - The Licence dictates that the noise from the Premises does not cause nuisance to persons in the neighbourhood. Persons leaving the Premises shall do so in such a manner that persons resident in the area are not disturbed by noise or unruly or unsocial behaviour. For social / party events Hirers are instructed not to open windows or outside doors, to ensure that noise is kept to a minimum.

Occupancy levels - The Maximum Occupancy level in the Hall is 100 and under no circumstances should be exceeded. Where furniture is introduced into the Hall the number of persons permitted is then governed by the requirement for gangways, the distance from gangways and the need for unobstructed exits.

Fire Emergency - As stated in the Conditions of Hire, a Hirer shall familiarise themselves with the position of all fire-fighting equipment and method of operation and the action to be taken for the evacuation of the Premises in the case of an emergency. For Public meetings/events, hirers are advised to make an appropriate announcement prior to commencement of the event with regard to what action should be taken in the event of an emergency.

Contacting Officials

In the event of an emergency occurring that requires a Hall Official to be present, the Hirer or a person designated by the Hirer should contact either Mr Stuart Barrie - 01926 814745 or Mr Ken Chaplin - 01926 813422 or Mr Martin Wibberley - 01926 817967

Toilets Alarm

If a person in a toilet pulls the red cord, the alarm for that toilet will be activated.

To de-activate the alarm, press the RESET button outside the relevant toilet door.

To open the locked door, insert a small coin into the groove below the 'engaged' sign and turn.