

Empire Hall Graffham

Conditions of Hire

1. CAPACITY

- A) The Hall holds a Premises Licence permitting Plays, Live and Recorded Music, Films, Dancing and Dance performance and similar entertainment, indoor sporting events and the sale of alcohol.
- B) Permitted maximum numbers are:
 - a. Functions with seating and tables: 135
 - b. Functions without tables (performances/dances): 230
 - c. In the Gallery for either 1) or 2): 20 (as part of the maximum numbers)
- C) Any hirer who wishes to use the Hall for any other purpose, will need to set up a Temporary Event Notice ['TEN'] with Chichester District Council, but must first obtain the Bookings Secretary's prior agreement to applying for a TEN, and then be responsible for obtaining one and providing the Bookings Secretary with a copy before the event.

2. HOURS

- A) Evening hire for the Hall is available until 11.00pm with a further hour for clearance, tidying and cleaning purposes (subject to reasonable consideration being shown to local residents).

3. LICENCE

The Hall has obtained a variation of its Premises Licence that permits the sale of alcohol on the premises. The following conditions therefore apply:

- A) The hirer's sale of alcohol in the Hall may only be made with the permission of the Empire Hall Committee, which holds Licence for the sale alcohol. The Booking Secretary is key representatives of the Committee. The permission of the Empire Hall Committee will be given only if the hirer agrees to the following conditions.
 - a. The Booking Secretary must be provided before each event with a list of proposed bar staff and their contact (phone) details, for authorisation by the Empire Hall Committee. Any alterations to this list must be similarly notified.
 - b. Payment to the Hall of £30 additional fee per hire (maximum period 24 hours).
 - c. No sale of alcohol may be made to anyone under the age of 18. The hirer undertakes to require proof of age where any person

seeking to purchase alcohol appears to be under 25 years of age. This I.D. may comprise a photo driving licence, a passport or a proof of age card which carries a 'PASS' logo.

- d. The Hall will provide a sign ('No ID, No Sale') at or adjoining the usual 'point of sale' location (the hatch between the Kennedy Room and the main Hall). This must not be obstructed at any time.
- e. Hirers are advised that a 16 or 17 year old is allowed to drink beer, wine or cider with a table meal provided that an adult purchases the drink. An adult must accompany the 16 or 17 year old(s) at the table meal. Bar snacks do not count as a table meal.
- f. No alcohol may be sold at the Hall after 10.45pm on any occasion and it must be consumed prior to the hall's usual closing time of 11.00pm. All alcohol sold must be consumed inside the Hall.
- g. A breach of the above may render the Hall or its representatives liable to substantial fines and/or possible loss of its consent to sell alcohol at the Hall. If either or both occur due to any act of negligence on the part of the hirer or the hirer's representatives, the hirer will compensate the Hall for any financial loss sustained.
- h. Two requirements by Sussex Police are:
 - 1) No 18th Birthday Party hire application may be accepted by the Hall if alcohol is to be served.
 - 2) the Hall must retain each booking form for any hiring offering alcohol, and supply this to Sussex Police if requested.
- i. If a hirer wishes to serve alcohol on any basis not covered above, then the hirer may apply for a TEN licence from Chichester District Council subject to
 - 1) Prior written consent by a representative of the Hall.
 - 2) Payment of Chichester DC's charges additional to all charges due to the Hall (including A.b. above).
- j. The Hall Bookings Secretary will notify the Empire Hall Committee of any bookings made which proposes the sale of alcohol. The Empire Hall Committee may, at its discretion, contact the hirer before the booked event or send a representative during the event, and if her/she is not satisfied that any of the above conditions will be, or are being, met he/she may require the sale of alcohol to cease immediately. His/her decision will be final. Refunds of bookings fees prior to an event will be at the entire discretion of the Hall Committee. If the sale of alcohol is suspended during an event, no refund will be made.

- k. Any incident of crime and/or disorder at the premises must be reported to Sussex Police and recorded with the booking secretary (or nominated person of the Hall Committee).

4. PRS MUSIC LICENCE

The Hall has obtained a PRS music license to cover the playing or performance of music in the hall. If you want to hire the hall for an event and provide music you will need a PRS license. The charge for accessing the hall license is £20 per event.

5. ACCESS TO THE BUILDING

- A) Hall users and services should use the main entrance at the front of the hall.
- B) Additional access is possible from the South side emergency exit and the East entrance by the kitchen. The ground along the side and rear of the hall is not able to take heavy weight vehicles.
- C) There is no access through the door on the North side of the hall. This opens onto private land and should only be used in an emergency.

6. FIRE EXITS

There are 3 designated fire exits all served by emergency lighting:

- A) The main entrance at the front of the hall.
- B) The South side emergency exit.
- C) The North side emergency exit, this opens onto private land and should only be used in an emergency.

In addition, the East entrance by the kitchen can also be used in an emergency. After evacuation people should head for the shop car park, or if their way is blocked by fire, remain in the open area to the East behind the hall at a safe distance.

7. NOISE MANAGEMENT

The Hall is located near a number of residencies and hirers are responsible to ensure that any noise from activities in and around the Hall will not unreasonably disturb persons in the neighbourhood.

- A) No amplification equipment is permitted to be used outside the hall building.
- B) Noise inside the Hall from Plays, Live and Recorded Music, Films, Dancing and Dance performance and similar entertainment, indoor sporting events, etc should cease from 11.00pm. After 11.00pm and before 12.00am the hall should only be used for clearance, tidying and

cleaning purposes (subject to reasonable consideration being shown to local residents).

- C) Hirers should ensure that people leaving an event make every effort to minimise unreasonable noise e.g. talking loudly, car doors, unnecessary engine noise, to show consideration to local residents.
- D) Consideration should be given when opening emergency exits for ventilation purposes. As the door on the North side of the hall opens on to private land, it should therefore not be used for ventilation purposes, but online in case of emergency.

8. TIDYNESS

- A) All persons and organisations hiring the Hall shall leave chairs etc. in the same place as when they took them. They are responsible for seeing that floors are swept and left clean and all lights and heating (if hiring the Committee Room or Kennedy Room) are turned off, that windows are closed and doors locked (including emergency doors) before they leave the premises and the key returned to the Bookings Secretary.
- B) All persons using the kitchen shall leave the crockery and utensils washed and put away, all electrical appliances are switched off at the wall sockets, the kitchen fridge door is left open, and the kitchen left clean and tidy.
- C) All users should read and follow the detailed instructions for the various kitchen equipment. E.g. to ensure the industrial washing machine is mopped out at the end of use.
- D) Hirers must remove all litter, food and bottles from within or outside the Hall premises. All rubbish must be bagged up by the hirer and either placed within the Hall's green wheelie bin (the lid must be left in a fully closed position) or completely removed by the hirer from the Hall premises. The placing of notices, placards etc. on Hall doors or walls is prohibited but a reasonable number of event posters may be placed by prior arrangement with the Bookings Secretary subject to removal immediately after the event.
- E) a) All damage to the Hall and property of whatever nature shall be paid for by the person or organisation to whom the Hall has been hired. Hirers must promptly notify any damage to the Bookings Secretary.
b) The Management Committee will notify to each Hirer as soon as it reasonably can any matters of damage or loss to the Hall and require at its discretion either reinstatement or financial compensation in lieu, to include a reasonable time charge for investigating damage and/or carrying out any remedial action (including dealing with unbinned rubbish).

9. PAYMENTS

CHEQUES MADE PAYABLE TO: EMPIRE HALL GRAFFHAM

- A) a) All payments (hire, and deposit if applicable) shall be made to the Bookings Secretary at least 7 days before each booked event.
- b) Deposit: Hirings of £200 or more shall be subject to a 25% deposit.
Non-Local Hires are subject to a £30 deposit to cover additional cleaning if required.

10. LIABILITIES

- A) The Management Committee does not accept any liability for any loss or damage to any article whatsoever left by any persons in the building.

11. ANIMALS

- A) Dogs shall not be taken into the Hall without prior permission of the Management Committee.

12. PARKING

- A) Hirers are asked to brief those attending the Hall to park in a considerate manner, especially near the Hall. If large numbers of attendees cars are expected, hirers are asked to arrange at least one "Parking Marshal".
- B) Hall attendees must not park in designated "Shop" spaces in the Shop Car Park during Shop opening hours.

The Management Committee reserve the right to vary the Regulations and Conditions and Scale of Charges to meet special circumstances or as considered necessary, any change to operate immediately. Cancellations by hirers will involve a "Cancellation Fee" or hiring charge at the discretion of the Management Committee.