

## LLANON VILLAGE HALL AND PLAYING FIELDS COMMITTEE

charity registration no. 523867

### Special Conditions of hire for Theatrical and Entertainment Events

#### 1. Bookings

All requests for use of the Hall shall be made on the application form and lodged with the Booking Secretary. The Committee at its absolute discretion shall be entitled to reject any application or refuse admission to the Hall to any individual without assigning any reason to such rejection or refusal. All bookings are subject to confirmation by the Booking Secretary and to payment of the appropriate fees (including special deposits for music & dancing & sale of alcohol) as published from time to time by the Committee.

#### 2. Responsible Person for Health & Safety

It is important that a person over the age of 18 years is appointed to be responsible for health and safety when such events are taking place. At least 2 other persons over the age of 18 years must also be appointed and instructed in the procedure for evacuation in case of an emergency.

#### 3. Preparation for public entry to the event

Before each event the appointed officer will ensure that the emergency exits are unobstructed, and the emergency lights are switched on. He/she will ensure he/she is familiar with the location of all exits and firefighting equipment. He/she will ensure that all participants are familiar with the procedure for evacuation in the event of an emergency.

#### 4. Emergency procedure

In the event of an emergency the alarm shall be raised immediately by use of a code word. The relevant emergency service must be contacted as soon as a problem is discovered. All entertainment shall cease, and lighting switched on. The responsible person will make a public announcement to evacuate the building in a calm and orderly manner. All exit doors shall be fully opened. The responsible person or the door person shall check the toilet and ancillary areas to ensure all persons have been evacuated. Following evacuation, a fire may be tackled with the available fire fighting equipment provided that no person is exposed to undue risk.

#### 5. Performance Restrictions

Acts containing hypnotism, mesmerism or similar are not allowed on the premises. No real flames, explosives or highly flammable substances shall be brought to or used at the premises.

#### 6. Notification to the public

At the start of each performance the location of fire exits, emergency lighting and firefighting equipment are indicated to the audience and the evacuation procedure is explained. It must also be made clear that smoking and vaping are not permitted in any part of the premises and that all exits are to remain unobstructed.

#### DECLARATION

I have read the conditions of hire above and those in the General Conditions of Hire and accept responsibility for observing them on behalf of the organisation named below:

Name of Hiring Organisation or Individual

Date of Performance/Public event

Print Name of Responsible Person

Print Names of Door Persons

Signature of Responsible Person

Date

Address

Tel:

Email