

## **Thursley Village Hall and the Licensing Act 2003 Promoting the Licensing Objectives**

### **a) General**

The Management Committee of the Thursley Village Hall has studied the "Statement of Licensing Policy" approved by Waverley Borough Council on 14 December 2004 and the Government's stated Licensing Objectives and has amended its procedures and practices to ensure that the charity continues to meet the new licensing objectives.

The hire terms and conditions have been amended to bring the four main licensing objectives to the attention of hirers and to require them to comply with their observance.

### **b) Prevention of Crime and Disorder**

Thursley is a quiet residential village and the village hall is only let to private group and clubs and alcohol only ever sold to people attending such events.

If alcohol is available for retail sale at an event it must only be sold to bona fide participants at the function who are over the age of 18. Alcohol must not be consumed by anyone under the age of 18.

All hirers are responsible for making appropriate arrangements to ensure that only those people entitled to be in the Village Hall during any period of hire enter onto the premises; this includes manning the main entrance door and ensuring that all external exits are closed when not in use.

The village hall has never had any problems with under-age sales, problems with drunken individuals or the use of drugs, violent or anti-social behaviour and the management committee will not tolerate anything that has the potential to change this position. Hirers are assumed to be aware of the current legislation (particularly but not exclusively the Licensing Act 2003) and to have taken any necessary steps to ensure they abide by such legislation.

### **c) Public Safety**

The current "safe capacity" of the village hall for events inside the building is 120 people and this restriction on numbers must be observed without exception. For the avoidance of doubt, this number includes staff and organiser and refers to the total number of people within the building at any one time.

For events on the outside rear lawn, the management committee considers that 250 people is a safe capacity for the 140' x 50' space available. Likewise this restriction on numbers must be observed without exception. For the avoidance of doubt, this number includes staff and organiser and refers to the total number of people within the curtilage of the Village Hall at any one time.

The management committee has carried out risk assessments to consider the objective of public safety as providers of premises for the sale of alcohol or regulated entertainment. Since the hall is only available for private or club hire or events under the direct control of the management committee, hirers are not to allow anything that jeopardises public safety during their period of hire.

The Thursley village currently has the following regular inspections, reports and certificates and will continue to rely on them in the future as a means of assuring itself that it continues to meet the licensing objective of Public Safety:

- Electrical Inspection report and certificate;
- Emergency Lighting inspection, test and report;
- Fire-Fighting Equipment test and report;

It is the duty of the Hirer to bring to the immediate attention of any authorised member of the management committee any fault noted in the electrical, emergency lighting or fire fighting equipment on the premises.

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It is also the responsibility of the hirer to familiarise himself with the location of emergency exits and fire fighting equipment and to have a plan in place should an emergency arise during any period of hire.

The management committee also carries out its own Health and Safety Risk Assessments and updates at the premises to ensure that all the licensing objectives are met.

The use of special effects such as lasers, pyrotechnics, smoke and foam machines are not normally permitted at events at the village hall and our caretaker, in his role as bookings secretary, has been instructed that bookings proposing the use of such special effects must be referred to the management committee for confirmation prior to acceptance so the trustees can assure themselves that any appropriate Health and Safety Risk Assessment and compliance with other legislation, as necessary, has been demonstrated.

### **d) Prevention of Public Nuisance**

The management committee is very aware of the need to prevent noise escaping from the premises and causing a nuisance to residents living close to the village hall. Windows and doors must be kept closed at all times if live music is being played in the Village Hall.

**MUSIC :** In accordance with the terms of our premises licence, noise levels must be fully monitored and controlled at all times. It is your responsibility to inform your band and/or DJ that we operate such a system at the village hall and that they must co-operate fully with the staff on the day. Should noise levels exceed the permitted levels or if particular exit doors are opened, power to the band or DJ will cut off automatically. Please note that the Management are the sole arbitrators of the permitted noise levels and any tampering with the noise limiters may result in the music being discontinued for the remainder of the evening. Such action by the Management will not constitute a breach of contract between the client and the Thursley Village Hall. No live music is permitted after 11.00pm.

It is a requirement that all organisers of club and other events remind their members to leave quietly at the end of each event. There are security lights around the outside of the hall that are operated on a spring switch ensuring the lights are only on for a short time to illuminate the car park and pathway to the pavement outside the premises.

The hall has its own car parking space to the west side of the hall and, as necessary, there is plenty of space in and around the village for other parking such that there is limited if any effect on local residents. If large numbers are expected to attend an event, it is responsibility of the hirer to consider whether or not they should appoint someone to oversee the parking arrangements so that people living close to the Village Hall are not inconvenienced by casual parking.

### **e) Protection of Children from Harm**

Consumption of alcohol is not the exclusive or primary activity of any event held at the village hall so the management committee does not consider it necessary to prevent unaccompanied children from entering the village hall between certain hours.

Children do accompany parents or relations to events but under normal circumstances people under the age of sixteen are not admitted unaccompanied if alcohol is to be available for retail sale at any event. Hirers are specifically responsible for ensuring this requirement is met at all times.

Gaming machines are not allowed on the premises even on a temporary basis. If films with age restricted classifications are to be shown then the hirer cognisant of his/her responsibilities to meet licensing objectives must ensure that any restrictions on attendance are observed.

Thursley Management Committee  
January 2006