

APPENDIX A FOR THORPE MORIEUX VILLAGE HALL LICENSE - CONDITIONS

1. Licensable entertainment activities which take place in outdoor areas of the licensed premises and which involve amplified music or speech, shall be limited to not more than 6 (six) per calendar annum and no more than 1 (one) in any calendar month. Any such licensable activities shall cease by 21 hours on all occasions.
2. There shall be no adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.
3. The car park is adequately illuminated during the hours of darkness whilst licensable activities are taking place on the licensed premises.
4. The premises licence holder shall adopt a 'Challenge 25' proof of age scheme. The premises licence holder shall operate a requirement for the production of a passport, driving licence or other bona fide form of identity carrying a photographic image, where the individual requesting the supply of alcohol appears to be under the age of 25.
5. Crime prevention posters shall be prominently displayed and maintained on the licensed premises relating to any prevalent crime and disorder issues in the local area.
6. Notices shall be prominently displayed and maintained on the licensed premises advising of the maximum safe occupancy limit for the building. See hiring agreement Appendix C. The capacity of persons on the premises shall be monitored and controlled to ensure compliance.
7. For events involving licensable activities, the premises licence holder shall ensure that adequate provision of first aid equipment is made available — commensurate with the nature and scale of the event.
8. Lighting and emergency lighting is installed and maintained so as to ensure that good levels of visibility are maintained whilst the premises are being used for licensable activities.
9. The premises licence holder shall take all reasonable steps to minimise the risk of disturbance to local residents caused by events or attendees at the licensed premises.
10. Notices shall be prominently displayed and maintained on the licensed premises asking patrons to leave the premises and the area quietly.
11. Children shall only be permitted on the licensed premises during licensed activities or events where accompanied and/or under the supervision of an adult.
12. There is a muster point in the car park for the purposes of fire evacuation and lost children.
13. The premises licence holder shall implement robust hiring arrangements with all hirers, as well as for its own management committee functions, to ensure that hirers/users are clearly advised of the following, both in writing and through the booking secretary: see Appendix C
 - (a) Public safety measures;
 - (b) Emergency equipment and evacuation procedures

- (c) The need to ensure that attendees do not engage in any activities or conduct which may cause, or contribute towards, public nuisance or anti-social/disorderly behaviour;
 - (d) Contact telephone numbers for committee members and the caretaker;
 - (e) Premises licence terms, hours and conditions, and any limits on capacity (as may have been set under Fire Safety Regulations);
 - (f) Keeping exit routes clearly identified and free from obstruction or hazard; and
 - (g) That any fire doors are not wedged open, and that emergency lighting, exit signs and alarms are not tampered with or made inoperative whilst an event/hiring is in progress.
14. The caretaker, or another responsible individual nominated by the premises licence holder, shall be available on the premises during all hirings of the premises for licensed activities where alcohol is served.
15. The premises licence holder shall complete appropriate risk assessments as required by the insurer to ensure public safety. Any near misses or accidents should be clearly documented in the accident log book by the hirer/ organiser (see appendix B) and reviewed by the licence holder with any recommendations.
16. The premises licence holder shall ensure that notices detailing emergency evacuation procedures shall be prominently displayed and maintained on the licensed premises. Adequate arrangements shall be in place to ensure the safe evacuation of any disabled persons on the premises. See Appendix B Map of the premises.
17. A minimum of 2 (two) competent attendants shall be on duty at the licensed premises, in addition to the main hirer/user, throughout all hirings or events involving licensable activities so as to assist people entering and leaving the venue. No attendant used for this purpose shall be under 18 years of age. All persons on duty shall have been instructed in their responsibilities in the event of fire or other emergency situation, including attention to disabled persons, the location of the fire fighting equipment available, how to call the fire service and evacuation procedure including the location of the emergency evacuation assembly/muster point in the car park.
18. There shall be no performances or activities on the licensed premises which involve any elevated risk of danger to the public. The premises licence holder shall ensure that highly flammable substances are not permitted to be brought into, or used in any portion of, the premises. Combustible decorations or portable heating appliances shall not be used without the express consent of the premises licence holder, who may liaise accordingly with the Fire Service prior to consent or first use. Unauthorised portable electrical appliances shall not be permitted on the premises unless authorised by the premises licence holder and unless portable appliance tested (PAT).
19. The premises licence holder shall ensure that all residents are kept informed of the programme of village events to be held at the licensed premises via the bimonthly village magazine, Thorpe Times.
20. The premises licence holder shall have in place a Child and Vulnerable Adult Policy and meet required legislation. See hiring agreement Appendix C
21. No illegal drugs shall be permitted on the premises, and all hirers/users made aware of a zero tolerance to drugs on the premises.

22. Internal and external lighting provided for the purpose of customer and staff safety and for the security of the premises shall be positioned so as to not cause nuisance to neighbouring or adjoining properties.
23. Waste from the licensed premises shall be removed in a timely manner to an appropriate waste disposal facility, to minimise the risk of public nuisance.
24. Staff on duty shall monitor the activity of patrons leaving the premises and remind them to act in a responsible manner where considered appropriate to do so.
25. The premises licence holder shall ensure that volume levels from both live and recorded music are monitored by a responsible person throughout the duration of the activity. Monitoring shall take place both inside and outside of the licensed premises and due regard shall be had to whether the activity may lead to excessive noise at neighbouring properties. Appropriate remedial steps shall be taken in the event of any excessive noise levels being experienced, including closing any doors and windows..
26. During any performances or entertainment provided for, or performed by, children adequate escort and supervision shall be provided by a responsible adult. Note: It may be prudent for the premises licence holder to seek advice from the local Safeguarding Children Board, or equivalent body, in relation to such performances and entertainment.