



Victory Hall, Dalston.

www.victoryhall-dalston.org.uk

Information for Hall Hirers regarding the Hall Premises Licence

Public events involving the playing of music, singing, dancing and theatrical performance take place under the control of the **Premises Licence**.

The Victory Hall holds a Premises Licence granted by Carlisle City Council to the Hall Management Committee as licensees

The Licence number is **PLN015**

This authorises use of the hall by the public for:

- A performance of a play
- A performance of live music
- Any playing of recorded music
- A performance of dance
- Entertainment of a similar description to those above
- Entertainment facilities for making music
- Entertainment facilities for dancing

between the hours of:

Mon – Sat: 10 am to midnight Sunday: noon – 10.30pm

If you would like to see the Premises Licence do let us know

The Licence imposes duties and responsibilities on the Licensee which may be delegated to a Duty Manager.

The Hall Committee has also appointed a 'Responsible Person' in respect of Fire Regulation compliance; these duties may also be delegated.

The Licensees ensure that the Hall is kept in suitable condition and that it is regularly inspected and services tested and that fire precautions are in order.

However, the Licensees delegate responsibility for actual control of licensed events to individual user groups rather than controlling events themselves. It is therefore necessary for hirers to identify a 'Duty Manager' who is also delegated the duties of the 'Responsible Person' for each event invoking use of the licence. There can be more than one Duty Manager/Responsible Person for a series of performances, such as a play.

The 'Duty Manager' must be a responsible person who will be present at the event but will not be so directly involved (s)he is not able to carry out the necessary inspection duties before each event and to take an overview during the event.

Events invoking the Premises Licence require an extra form to be filled in by the hirers. This requires the Duty Manager to agree to the duties involved. It must be returned before to the event and be accepted by the Licensees.

The event organisers will be given all the information they require by the Hall Secretary:

- Details of the Premises Licence and conditions
- Guidance for Deputy Managers
- Fire information and emergency evacuation plan

- A layout plan showing all the fire exits
- A check list to be filled in, signed and returned to the Secretary after the event (to confirm that the Licensees have fulfilled their licence requirements)

Hall Premises Licence – Additional Conditions Notes

These notes are for use of persons or organisations wishing to make use of the Premises Licence held for the Hall.

These notes have been drawn up from information extracted from the Additional Conditions set by Carlisle City Council which may conceivably apply to the sort of use the hall receives.

They are for ease of use and reference – but please note that the Conditions should be read in full by any group or organisation which is proposing to invoke the terms of the licence for public events.

Attendants

Up to 100 persons in audience one needed; for over 100 persons two needed. **BUT NB: If the performance is especially for children** one attendant per group of up to 50 children or for each part thereof is required. Attendants are to wear identification; suggested a badge or smock.

Basic Seating Plan

A basic plan showing number of chairs in rows and numbers of rows and gangways is to be drawn up by users.

Use of Scenery and Properties for Stage Performances

Various terms relate to combustibility, etc. Users are to study and comply with the terms. Also, users should read 'Performances on Stage' section.

Performance on Stage

Various conditions set out in the terms are to be complied with.

Children on Stage

There are now onerous conditions applying to this. Permission is required from the Licensing Authority (Carlisle City Council) for children to appear on stage – it is suggested that as much time is allowed to gain this permission as possible. Approach should be through the Hall Honorary Secretary (see header) who deals with the Licence. Full details will be required.

NO-SMOKING

Please note that, as with all such premises, from July 2007 the entire premises are designated by law as a 'no smoking' zone. Organisers must ensure that this condition of hire is complied with for legal, health, safety and insurance reasons.

Thank you for your co-operation