

Schedule of Special Conditions

Special conditions of hire to comply with the Public Entertainment Licence issued under the Local Government (Miscellaneous Provisions) Act 1982/Theatre Licence issued under the Theatre Act 1968.

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. The hirer, not being a person under 21 years of age, hereby accepts responsibility for being in charge of and in the premises at all times when the public are present and for ensuring that all conditions of the Public Entertainment/Stage Play Licence, as is relevant, relating to management and supervision of the premises, are met.
2. The hirer acknowledges that she/he has received information on the following matters:
 - a) The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
 - b) The location and use of fire equipment.
 - c) Escape routes and the need to keep them clear.
 - d) Method of operation of escape door fastenings.
 - e) Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire. The shutter dividing the Main Hall and the Small Hall is a fire door, and must be left lowered when vacating the building.
3. The hirer shall check the following before commencement of hire:
 - a) That all fire exits are unlocked and panic bolts in good working order.
 - b) That all escape routes are free of obstruction and can be safely used.
 - c) That any fire doors are not wedged open.
 - d) That exit signs are illuminated.
 - e) That there is no obvious fire hazards on the premises.
4. The maximum number of people on the premises, shall not exceed:
 - a) 150 standing (e.g. an exhibition) or 100 seated (e.g. at a dance) in the Main Hall and Small Hall combined
 - b) 40 upstairs in the Lecture Room
 - c) 15 upstairs in the Committee Room.

Means of Escape

5. All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.
6. The emergency lighting supply illuminating all exit signs and routes must remain on during the whole of the time the premises are occupied.

Outbreaks of Fire

7. The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Secretary of the Management Committee, 44 Dunmow Gardens.

Explosives and Flammable Substances

8. Highly flammable substances shall not be brought into, nor used in any portion of the premises. The use of naked lights whether for illumination or decoration is prohibited at all times. This includes candles and fireworks.
9. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Management Committee.