

Bouverie Hall Management Committee  
Pewsey  
Registered Charity No. 240583

Premises Licence KK/PL0284

Operating Schedule – General

This is the general operating schedule for Bouverie Hall, and should be read in conjunction with the appropriate Appendix for the particular Licensable Authorised Activity taking place.

- 1 The Hall is open from 8.00am until 1.00am next day  
Monday to Saturday.  
Sunday From 8.00am until 11.00pm  
There are some non-standard timings.  
On 31<sup>st</sup> December extend finish time to 2.00am (next day).  
If 24<sup>th</sup> or 26<sup>th</sup> December falls on a Sunday extend finish time to 1.00am (next day).

The Maximum Authorised Capacities of the Hall

Event	Complete Main Hall	Stage End Only	Small End Only
Functions with Tables and Chairs	167	120	47
Dances (no tables and chairs)	230	166	64
Standing Audiences	360	260	100
Close Seated Audiences	240	150	90

Note: For close seated events chairs shall be locked together to ensure easy exit.

- 2 The **‘Responsible Person’** is the hirer who has signed the booking contract. This person must be at least 21 years of age. **This person must be present throughout the hire period.**
- 3 The Responsible Person is responsible for ensuring that all the relevant regulations called for by the Premises Licence are adhered to.  
Those specific to certain activities are to be found in the appropriate Appendix.
- 4 The Responsible Person (hereafter called The Hirer) is responsible for all Fire and Safety of the event. The Hirer must ensure that prior to the event starting, all relevant fire safety equipment is in position and all Fire Escape routes are clear of obstructions. The Hirer shall appoint Safety stewards (number dependant on number attending the event, minimum two). The Hirer shall ensure that prior to the event these stewards are made familiar with all the relevant Fire Escape routes and Safety procedures. If the event has a large proportion of children as attendees, then the minimum number of stewards must be the same as the number of fire exits. This can vary depending on how the hall is being used. In the event, that the fire alarm is activated the Hall must be evacuated. The safety stewards shall assemble the people in the assembly point, which is the far side of the North Street Car Park opposite the reception. If it is obvious that a false alarm has been made then the Hirer can disable the Fire Alarm Sounders. At the control panel press [1],[2],[3],[4] [ENTER] [Silence Alarms] and re-assemble the event. **Otherwise call the Fire Brigade.**
- 5 The Hirer must ensure that the Reception Hall is kept **completely clear at all times**. This area is a major fire escape route as well as being the major access to the hall.
- 6 The Hirer is responsible for ensuring that the maximum capacity of the hall is not exceeded. The hirer should know how many persons are in the hall.
- 7 The Hirer must ensure that during the hire, (arriving, during and on leaving) that the attendees cause no nuisance to the neighbourhood either by noise or excessive behaviour.
- 8 The Hirer shall ensure that electrical equipment and points are used properly and not overloaded. Only equipment located inside the building can be connected to the hall supply.
- 9 The Hirer shall ensure that at the end of the hire any chairs, tables, cookers, crockery etc. that have been used are **cleaned and returned to the correct place** in the hall (The next morning is NOT permissible due to heavy use of the hall). Hirers frequently ignore these conditions. **However, the management committee will be making financial penalties against those who fail to comply.**

- 10 The Hirer shall ensure ALL MATERIALS SUITABLE FOR RECYCLING are removed from the premises. Also, the hirer must remove all other rubbish from the building and its environment.
- 11 The Hirer shall ensure that all instructions issued, as part of the booking for collection, return and security of the keys, are adhered to.
- 12 The Hirer shall ensure that any hall equipment is used in a proper manner.
- 13 The Hirer shall ensure that any decorations, notices, pictures or any other materials are affixed to the walls, windows or doors with BLU TACK. **This is the only acceptable medium.** The Hirer must also ensure that any such items are removed at the end of the hire. This condition is very frequently ignored by hirers. **However, the management committee will be taking financial penalties against those who fail to comply.**
- 14 The Hirer shall report any damage to the hall or any of its equipment by notifying the Booking Clerk.
- 15 The entire hall, as defined by the premises plan, has been designated, by law, a Non-Smoking Area (Includes e-cigarettes).
- 16 On leaving the hall, at the end of your hire, the Hirer must check that **all lights** throughout the building are switched off and where necessary any ventilation equipment must be turned off. Also, that **all** doors throughout the building are closed and where necessary locked. Obviously, this applies to the last hirer in the case of multiple hirers.
- 17 Any attempt to circumvent these conditions using a Temporary event notice will result in the immediate cancellation of the booking.
- 18 The Bouverie Hall Management Committee reserves the right for any Committee Member or the Designated Premises Supervisor to enter the hall during any hiring, without explanation, for the purpose of ensuring the Management Committee, that the regulations are in place and working correctly.

#### Appendices.

- 1 Appendix A - The sale by retail of Alcohol
- 2 Appendix B - Playing of/ Dances with/- recorded music
- 3 Appendix C - Performance of/ Dances with/- live music.
- 4 Appendix D - Performance of plays and musicals (indoors)
- 5 Appendix E - Rehearsals/Classes with music and dance
- 6 Appendix F - Indoor Markets
- 7 Appendix G - Indoor Sporting Events.
- 8 Appendix H - Weddings/Receptions/Lunches/Dinners.
- 9 Appendix I - Bazaars/Jumble Sales/Table top Sales
- 10 Appendix J - Exhibition of a Film (indoors)

APPENDIX A - THE SALE BY RETAIL OF ALCOHOL

This appendix must be read in conjunction with the Operating Schedule.

- 1 The Responsible Person shall appoint someone, approved by the Designated Premises Supervisor (DPS), to be present where alcohol is being sold under the terms of the premises licence and when the official DPS is not present.
- 2 The Responsible Person shall ensure that no supply of alcohol is made when there is no Designated Supervisor in respect of the premises.
- 3 Sale of Alcohol is permitted between 12.00 noon and 12.00 Midnight.
- 4 The Alcohol is only for consumption **ON** the premises. (**Alcohol bought on the premises cannot be consumed outside the building.**)
- 5 The Responsible person shall ensure: -
  - a) that those present at the event avoid any public nuisance to persons in the vicinity of the Bouverie Hall.
  - b) that appropriate signage is displayed regarding the rights of the bar staff to require identification for the purpose of Proof of Age.
  - c) that appropriate signage is displayed regarding the rights of the bar staff to refuse sales, to persons who appear drunk or to persons attempting to buy for persons who are drunk.
  - d) that all bottles and cans, used for the retail sale of alcohol, are removed from the premises at the end of the hire. (Preferable to recycling).

APPENDIX B - PLAYING OF/ DANCES WITH/ RECORDED MUSIC

This appendix must be read in conjunction with the Operating Schedule.

- 1 The Responsible Person shall ensure: -
  - a) That during the performance of the recorded music all doors and windows are closed shut.
  - b) That prior to the event starting, the Main curtains on the stage are capable of being closed. This curtain is a fire barrier.
  - c) That the person/s controlling the playing of the music understand the actions to be taken by themselves if a fire should occur. i.e. close the main curtain and turn off the music provided it does not put them in danger.
  - d) Provide signage, if it is intended to have strobe lighting or use a smoke/ fog machine. There are defined limits to both items.
- 2 Supplies of Free Drinking Water. When dancing takes place after 2300 hours the Responsible Person shall ensure that there is an adequately signed free water supply within at least one area of the premises, excluding the kitchen, and that free drinking vessels are available where necessary.
- 3 People unloading/loading equipment used for the playing of the recorded music shall use the loading door at the rear of the stage. Thus avoiding the need to bring it across the hall floor. The key for this loading door can be obtained by arrangement with the booking clerk. On leaving, this door should be locked, with the key left in the lock: persons leaving via the main door.
- 4 Please ensure that the rating of the electrical sockets is not compromised. Any equipment plugged into these sockets remains inside the building.

APPENDIX C - PERFORMANCE OF/ DANCES WITH/- LIVE MUSIC.

This appendix must be read in conjunction with the Operating Schedule.

- 1 The Responsible Person shall ensure: -
  - a) That during the performance of the live music all doors and windows are closed shut.
  - b) That prior to the event starting, the Main curtains on the stage are capable of being closed. Live bands are frequently poor to comply with this requirement. This curtain is a fire barrier.
  - c) That the person/s controlling the playing of the music understand the actions to be taken by themselves if a fire should occur. i.e. close the main curtain, provided it does not put them in danger and exit the building via the nearest fire exit.
  - d) Provide signage, if it is intended to have strobe lighting or use a smoke/ fog machine. There are defined limits to both items.
- 2 Supplies of Free Drinking Water. When dancing takes place after 2300 hours the Responsible Person shall ensure that there is an adequately signed free water supply within at least one area of the premises, excluding the kitchen, and that free drinking vessels are available where necessary.
- 3 People unloading/loading equipment used for the playing of the music shall use the loading door at the rear of the stage. Thus, avoiding the need to bring it across the hall floor. The key for this loading door can be obtained by arrangement with the booking clerk. On leaving this door should be locked, with the key left in the lock: persons leaving via the main door.
- 4 Please ensure that the rating of the electrical sockets is not compromised. Any equipment plugged into these sockets remains inside the building.

APPENDIX D - Performance of plays, musicals and live musical events (indoors)  
This appendix must be read in conjunction with the Operating Schedule.

- 1 The Responsible Person must ensure: -
  - a) that the **layout** of the chairs does not block the fire escape routes.
  - b) that the chairs are locked together and remain locked together throughout.
  - c) that the number of persons present does not exceed the permitted limit.
  - d) that the safety stewards are equipped with torches and have been instructed in the safety drill i.e. know the fire escape routes; know the safe escape routes for disabled or wheelchairs; know the assemble point; know the fire word; have inspected the escape route they would be using and they know the locations of the fire extinguishers.
- 2 The Responsible Person shall ensure that the audience does not include persons who contravene any age restrictions imposed by the organiser.
- 3 The Responsible Person shall ensure that all performers, technicians, front of house staff and kitchen/bar staff have signed the fire book. Thus, ensuring that a full account of all those present can be made in the event of an emergency.
- 4 The Responsible Person shall ensure that those people arriving or departing do not cause any public nuisance to persons in the vicinity of the Bouverie Hall.

APPENDIX E - Rehearsals/Classes with music and dance

This appendix must be read in conjunction with the Operating Schedule

- 1 The Responsible Person shall ensure that those people arriving or departing do not cause any public nuisance to persons in the vicinity of the Bouverie Hall.
- 2 The responsible person shall ensure that any newcomers to these Rehearsals/ Classes receive all special instructions associated with this activity before starting.
- 3 To conform with noise restrictions on the building that, during the performance of the music, all doors and windows are closed shut.

APPENDIX F - Indoor Markets

This appendix must be read in conjunction with the Operating Schedule.

- 1 The Responsible Person must ensure: -
  - a) that the layout of the tables and chairs does not block the fire escape routes.
  - b) that the number of person's present does not exceed the permitted limit.
  - c) that the persons preparing food know their responsibilities regarding Hygiene, preparation and storage, health and safety, disposal of waste, sorting and removal of rubbish.
  - d) that all rubbish generated by the event is removed from the building and taken away for recycling or disposal.
- 2 The Responsible Person shall ensure that those present at the event avoid any public nuisance to persons in the vicinity of the Bouverie Hall.
- 3 The Responsible Person shall ensure, to the best of their ability, that no items are being sold which would contravene Trading Standards, i.e. illegal copies, unsafe items or sales to those under age.

APPENDIX G - Indoor Sporting Events.

This appendix must be read in conjunction with the Operating Schedule.

- 1 The Responsible Person must ensure: -
  - a) that the layout of the tables and chairs does not block the fire escape routes.
  - b) That the number of person's present does not exceed the permitted limit.
  - c) That the persons preparing food know their responsibilities regarding Hygiene, preparation and storage, health and safety, disposal of waste, sorting and removal of rubbish.
  - d) That all rubbish generated by the event is removed from the building and taken away for recycling or disposal.
- 2 The Responsible Person shall ensure that those present at the event avoid any public nuisance to persons in the vicinity of the Bouverie Hall.
- 3 The Responsible Person must ensure that any **banners** introduced into the Bouverie Hall do not constitute a Fire or Safety Hazard.
- 4 The Responsible Person shall ensure that participants wear appropriate footwear in order to protect the hall floor.

APPENDIX H - PARTY/WEDDING RECEPTIONS/LUNCHESES/DINNERS

This appendix must be read in conjunction with the Operating Schedule.

- 1 The Responsible Person must ensure: -
  - a) that the **layout** of the tables and chairs does not block the fire escape routes.
  - b) that the number of persons present does not exceed the permitted limit.
  - c) that the persons preparing food know their responsibilities regarding Hygiene, preparation and storage of food, health and safety, disposal of waste, sorting and removal of rubbish.
- 2 The Responsible Person shall ensure that those present at the event avoid any public nuisance to persons in the vicinity of the Bouverie Hall.
- 3 The Responsible Person must ensure that any **decorations/banners etc**, introduced into the Bouverie Hall, do not constitute a Fire or Safety Hazard.  
In particular there shall be **no naked flames** of any description.
- 4 The Responsible Person must ensure that any items, attached to the internal surfaces of the hall, is done using only the approved Blu Tack.
- 5 The playing of music, either recorded or live, for dancing must be in accordance with the appropriate appendix B or C.

APPENDIX I - Bazaars/Jumble Sales/Tabletop Sales

This appendix must be read in conjunction with the Operating Schedule.

- 1 The Responsible Person must ensure: -
  - a) that the layout of the tables and chairs does not block the fire escape routes of either sellers or customers.
  - b) that the number of persons present does not exceed the permitted limit.
  - c) that the persons preparing food or drinks know their responsibilities regarding Hygiene, preparation and storage, health and safety, disposal of waste, sorting and removal of rubbish.
  - d) that all rubbish generated by the event is removed from the building and taken away for recycling or disposal.
- 2 The Responsible Person shall ensure to the best of their ability that no items are being sold which would contravene Trading Standards, i.e. illegal copies, unsafe items or sales to those under age.
- 3 The Responsible Person shall ensure that those present at the event avoid any public nuisance to persons in the vicinity of the Bouverie Hall.

APPENDIX J - Exhibition of a Film (indoors)

(To comply with the Premises License, films and their ratings **must** be displayed, **prior to the event**, at the **venue** in a prominent position.)

- 1 The Responsible Person must ensure: -
  - a) that the **layout** of the chairs does not block the fire escape routes.
  - b) that the chairs are locked together and remain locked together throughout.
  - c) that the number of persons present does not exceed the permitted limit.
  - d) that the safety stewards are equipped with torches and have been instructed in the safety drill i.e. know the fire escape routes; know the safe escape routes for disabled or wheelchairs; know the assemble point; know the fire word; have inspected the escape route they would be using and they know the locations of the fire extinguishers.
  - e) that the safety stewards and official helpers have signed the fire book acknowledging that they understand their instructions.
- 2 The Responsible Person shall ensure that the audience does not include persons who contravene the film rating. i.e. are too young.
- 3 The Responsible Person shall ensure that those people arriving or departing do not cause any public nuisance to persons in the vicinity of the Bouverie Hall.