

The Jubilee Hall-a guide to users



The main hall has a beautiful vaulted timbered roof and a new oak strip floor with a modern hot water heating system encased in a wainscot. It has a 'state-of-the-art' lighting system incorporating three independently switched lighting systems, arranged in three sections. This provides considerable flexibility of use, to meet a very wide variety of requirements. There are a large number of power points, some flush mounted in the floor, based around a 3 Phase supply.

The Main Hall is also equipped with a modern, easy to use, public address system, which also incorporates an induction loop system for the hard of hearing. Two types of wireless microphones are available.

The Hall also has two smaller rooms available for meetings, and a well-equipped kitchen. All the Meeting Rooms have Ethernet Broadband connections. Wireless links are available throughout the Jubilee Hall

The building has modern, well-equipped toilet facilities. For the disabled, fully equipped toilet facilities are available on the same level as the main hall and the small meeting room.

There is assisted access to the building by way of a short ramp adjacent to the main gate on Church Street and a lightweight portable ramp is available to assist access through the main gate and to and from the Committee Room from the Main Hall.

The Premises Licence.

Compliance to the Premises Licence is a condition of hire, and it is the responsibility of the Hirer to be familiar with its terms. A copy of the Premises Licence is available for inspection upon request, and a further copy is on display on the Hall Notice board in the entrance lobby. These notes are intended only as a guide

Sale of alcohol.

The Jubilee Hall is licensed for use for 168 hours a week, fifty-two weeks a year. The hall is normally open for bookings between 8.00am and 10.00pm. This can be extended by agreement with the Booking Secretary.

The Jubilee Hall **is not licensed** for the sale or supply of alcoholic drinks, but application to the Licensing Dept of the South Somerset District Council (Tel:01935 462462) for a Temporary Events Notice will enable you to sell or serve alcoholic drinks. Selling or supplying alcohol without a Temporary Events Notice is a criminal offence and could result in prosecution. A Temporary Events Notice may only be applied for with the approval of the Booking Secretary, whose signature is required on the application.

The only circumstances whereby alcohol can be supplied on the premises without a Temporary Events Notice are as follows:

1. Alcohol can be brought to an event in the Jubilee Hall for personal consumption only.
2. At private parties such as Wedding receptions, when attendance is by invitation only and no charge is made for admission.
3. The event is part of the Winsham Street Fair event. Street Fairs are exempted from the Premises Act regulations.

Purposes for which the hall can be used.

Jubilee Hall is licensed for the performance of live and recorded music, dancing, film shows and drama productions. The Hall also holds a Performing Rights License. There is no restriction on live musical entertainment as the Hall pays for a Performing Rights License, apart from that detailed below. Hirers playing recorded music must obtain a Phonographic Performance License. Visit **www.ppluk.com** for details.

Restrictions

Under the term of the Premises License, public music, dancing and other public entertainment of like kind is restricted to between the hours of: -

Weekdays, other than Saturday: 11.00am & 12 midnight.

Saturday: 11.00am & 12 midnight. Sundays: 11.00am & 11.00pm.

Occupancy

Maximum number of people permitted by license:

When used for closely seated audience: 180 persons.

When used for dancing: 150 persons.

When seating is provided at tables: 75 persons

When used for dancing, and seating is provided at tables: 100 persons.

Restrictions applying to children under the age of 16

Children under the age of 16 are not allowed to attend any music or dancing events between the hours of 11.00pm and 7.00am, with the exception of New Years Eve and other recognised High days and holidays. With regard to the showing of films, the usual censorship restrictions relating to films must be observed.

Supervision.

A supervisor (Safety Officer) at least 21 years of age must be on the premises during the times of any public Entertainment. There should be at least one other adult present to assist the supervisor. All such persons must familiarise themselves with the position of Fire Extinguishers, evacuation procedure and position of exits in the event of an emergency.

First Aid kits.

One is located in the Kitchen, and the other in the New Meeting Room. Their use must be notified to the Booking Secretary to ensure that the Accident Report documentation is completed and used contents replaced.

Fire Precautions and action in event of Fire

Smoking is not permitted within the hall. Highly inflammable materials, fireworks or explosive materials may not be brought into the Hall. No internal decorations of a combustible nature may be used. Stage scenery and decorations must be fireproofed.

A diagram can be found on the Hall notice board that shows the location of Fire extinguishers. There is a fire blanket in the kitchen adjacent to the cooker.

All emergency exits are clearly indicated, and these are to be indicated to Hall occupants prior to the start of the event for which the Hall is booked.

In event of fire evacuate the hall in an orderly manner and then call the emergency Fire service by dialling 999. There is a telephone in the Kitchen. The nearest Public Call Box is on the junction of Fore Street, Back Street and Church Street. Jubilee Hall is located at **O.S.Grid Ref.375064.**

Lat: 50° 51' 24 " Long : 2° 51' 7"

The assembly point after evacuation is the area to the front of Winsham Primary School. Please try to establish if everybody is accounted for, but do not return to the building.

Emergency Shut off Points and Circuit breakers

The positioning of emergency shut off points for electricity and water are shown on a diagram of the hall on the hall notice board. Please familiarise yourself with their location as soon as you occupy the hall. Hirer's electrical equipment should be equipped with RCD circuit breakers.

Escape Routes

Exit Routes must not be obstructed and gangways must be at least 3'6" (1.1m) wide. At the beginning of a function the Supervisor must check that all emergency doors open freely.

Key Holders

A list of key holders will be found on the Notice board outside the Hall. Keys are normally collected from a key holder prior to occupancy of the hall and returned at the end of the Hire session.

Energy use

The cost of heating and lighting is included in the Hall's Tariff, but we ask all users to be as economic as possible with the use of the hall lighting and electric heaters in the Committee Room and the New Meeting Room. Heating for regular weekly users on the main hall is put on automatic control and they will be notified of this. No portable heaters are allowed.

Light switches to the main hall are to be found on the left of the main door upon entering the main hall. A courtesy light for the main hall will be found just inside the Main door to the building.

The lighting system provides for great flexibility. Consider what you require, and select accordingly from the fully labelled switchboard just inside the main hall. You can illuminate three areas of the hall with a choice of two types of lighting. The lighting area at the far end of the hall offers a choice of three types of light. The Halogen lights take a few minutes to reach full brightness.

Use what you need, but not more than you need

Clearing up and damage

It is your responsibility to leave the hall in a clean & tidy condition after use. All damage to the Hall incurred during your occupancy must be reported to the Booking Secretary. The Jubilee Hall Management Committee may ask you to pay for any necessary cleaning or damaged caused.

Please remember that the Jubilee Hall is in the middle of the village and show consideration to those living nearby:

- ❑ Enter and leave the Hall as quietly as you can, especially after dark.
- ❑ Park your vehicle so as not to cause obstruction.

Please co-operate by not allowing shoes with 'stiletto' heels to be worn in the main hall