

Grayshott and Hindhead Institute & Village Hall

Regulated Entertainment – Guidance

The following guidance is issued to assist users of the Main Hall where their event constitutes regulated entertainment. These notes are intended for guidance only and must not be taken to supersede any requirements of the Village Hall's Premises License, the Village Hall's Standard Conditions of Hire or any statutory regulation.

1) **Types of Regulated Entertainment**

The Village Hall is licensed for the following types of regulated entertainment:-

Performance of a play
Performance of live music
Playing of recorded music
Performance of dance
Entertainment facilities for making music
Entertainment facilities for dancing
Exhibition of films

2) **Access – Exit Routes**

All main entrance doors must be kept unlocked / unbolted while the public is present in the building

All gangways, exit routes and the foyer must be kept clear of tables, chairs and all other obstructions

Temporary electrical cables (eg sound or lighting control) must be securely fixed (using tape or another suitable means) to ensure that they do not present a trip hazard or obstruct any exit route.

3) **Supervision of Premises & Attendants**

A designated person, who is over the age of 21 years, must be responsible for ensuring that the requirements of the Village Hall's Premises License are complied with. The Hirer will be held responsible by the Village Hall Management Committee for ensuring that a suitable person is identified and appointed.

At least three easily identifiable (eg wearing a badge) attendants, over 18 years of age, must be on duty in the main hall. They must not be engaged in other activities (eg serving refreshments) and must not consume alcohol while on duty.

The designated person should ensure that the attendants are suitably briefed regarding:-

The location of fire exits and fire extinguishers
What to do in case of emergency (including evacuation procedure)

- nb *the public must not be admitted to the premises unless the requisite number of attendants are present*
guidance on the action to be taken in an emergency is on display in each hall
it is good practice for attendants to be equipped with a torch

4) Seating etc

When seats are to be set-out in rows they must be joined together using the rods provided and arranged in accordance with one of the attached plans (see also note on capacity).

When the main hall is set-out with tables and chairs the capacity will vary depending on the hirer's lay-out, subject to the **maximum** capacity shown below. The hirer must ensure that tables and chairs are arranged / limited such that Hall may be evacuated safely in case of emergency.

NO standing is permitted in gangways or any other part of the hall.

5) Capacity

The assessed maximum capacity for each room within the Village Hall is as shown in the table below and must not be exceeded under any circumstances.

The 'in use' capacity of each room may be less than the maximum capacity for a particular event. Examples of factors that may reduce the maximum capacity include, but are not exclusively:-

- Layout of tables/chairs
- Location/size of DJ/Lighting control station for concert/theatrical production
- Location/size of bar area
- Number of musicians for a theatrical performance

The hirer is responsible for ensuring that he/she limits the number of people admitted to the premises (subject to the assessed maximum capacity) such that health and safety is not compromised.

Room	Type of use	Maximum Capacity
Main Hall	Tables & Chairs (eg for meeting or meal)	143
	Standing (eg for band concert)	286
	Theatre Style Seating (1)	168 (with centre gangway) 182 (without centre gangway)
Small Hall	Tables & Chairs (eg for meeting or meal)	59
	Standing (eg for band concert)	60
Studio	Tables & Chairs (eg for meeting or meal)	86
	Standing (eg for band concert)	115
Common Room	Tables & Chairs (eg for meeting)	56
	Standing (eg for band concert)	60
Nancy Littlejohn Room	Tables & Chairs (meeting room)	26

Main Hall

STAGE														STAGE													
A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	A	1	2	3	4	5	6	7	8	9	10	11	12
B	1	2	3	4	5	6	7	8	9	10	11	12	13	14	B	1	2	3	4	5	6	7	8	9	10	11	12
C	1	2	3	4	5	6	7	8	9	10	11	12	13	14	C	1	2	3	4	5	6	7	8	9	10	11	12
D	1	2	3	4	5	6	7	8	9	10	11	12	13	14	D	1	2	3	4	5	6	7	8	9	10	11	12
E	1	2	3	4	5	6	7	8	9	10	11	12	13	14	E	1	2	3	4	5	6	7	8	9	10	11	12
F	1	2	3	4	5	6	7	8	9	10	11	12	13	14	F	1	2	3	4	5	6	7	8	9	10	11	12
G	1	2	3	4	5	6	7	8	9	10	11	12	13	14	G	1	2	3	4	5	6	7	8	9	10	11	12
H	1	2	3	4	5	6	7	8	9	10	11	12	13	14	H	1	2	3	4	5	6	7	8	9	10	11	12
I	1	2	3	4	5	6	7	8	9	10	11	12	13	14	I	1	2	3	4	5	6	7	8	9	10	11	12
J	1	2	3	4	5	6	7	8	9	10	11	12	13	14	J	1	2	3	4	5	6	7	8	9	10	11	12
K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	K	1	2	3	4	5	6	7	8	9	10	11	12
L	1	2	3	4	5	6	7	8	9	10	11	12	13	14	L	1	2	3	4	5	6	7	8	9	10	11	12
M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	M	1	2	3	4	5	6	7	8	9	10	11	12
															N	1	2	3	4	5	6	7	8	9	10	11	12
182 Seats - MAXIMUM - NO Centre Gangway														168 Seats - MAXIMUM - With Centre Gangway													

The plans above illustrate the maximum number of seats. Any obstructions in the Main Hall (eg sound/lighting operator, musicians for a theatrical performance etc) will reduce the capacity.

A gangway not less than 1.1m wide must be maintained at the wall ends of each row of seats.