



Brackley Town Council
Town Hall, Brackley, Northants, NN13 7AB
town.clerk@brackleynorthants-tc.gov.uk
www.brackleynorthants-tc.gov.uk

LICENSING ACT 2003

Under the terms of the Licensing Act 2003 the Brackley Town Council has to appoint a Designated Premises Supervisor in order that alcohol can be sold on the premises. Mr Nigel Wiles has been appointed until further notice and can be contacted at The Red Lion, Market Place, Brackley. Tel: 01280 702228. Since he is the responsible licence holder he must be consulted on all bookings requiring a licensed bar and he is required to sign the booking form.

THE TOWN COUNCIL DOES NOT ALLOW ALCOHOL TO BE SERVED ON THE PIAZZA AREA. NOR THE DRINKING OF ALCOHOL WHICH IS PURCHASED FROM THE LICENSED BAR HELD IN THE TOWN HALL.

REGULATIONS GOVERNING THE USE OF THE TOWN HALL, BRACKLEY

The letting of rooms and facilities at the Town Hall is subject to strict compliance with the following regulations, and to such additional regulations as the Council may from time to time deem it desirable to make, and the hirer acknowledges that he has read and understood the regulations and undertaken to comply with them.

Any person or persons authorised by the Council may for any good and sufficient reason or in case of emergency or in the event of breach of these regulations close the Town Hall and refuse admission of any persons to the building.

CHARGES

1. All charges for the booking of the Town Hall and its facilities shall be paid in accordance with the scale of charges set out on the booking form, and with any such increase as may be approved by the Council. For bookings under £100.00 payment should be at the time of booking. Other bookings, subject to a 25% deposit, payment should be made 14 days prior to the date for which the Town Hall is reserved.
2. When the premises are hired for non-commercial purposes the * Concessionary Rate Applies for Brackley residents and organisations with charity status.
3. For social functions involving catering and bar facilities a refundable deposit of up to £250 is charged to cover damage to equipment or additional cleaning over and above that which is reasonable following such an event.

BOOKINGS

4. Provisional bookings will be automatically cancelled unless confirmed within seven days.

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5. Block bookings (other than activities organised on a term or seasonal basis) shall be normally restricted to a maximum period of twelve months, and a booking fee shall be payable in respect of each separate occasion for which the Town Hall is reserved.

6. A transfer of a booking is not permissible or acknowledged.

7. The Council reserve the right to cancel any booking which may have been made in the event of the Town Hall being required for any Town Council purpose.

8. The booking fee is 25% of the total charge and is retained by the Council if 28 days notice of a cancellation is not given. The balance of the charge is due not later than 14 days prior to the date for which the Town Hall is reserved. If this charge is not paid on time the booking will then be cancelled and the booking fee forfeited.

PUBLIC ENTERTAINMENT

9. Except with the consent of the Licensing Authority, the premises shall not be opened on weekdays before 9 am for any public entertainment.

10. Except with the consent of the Licensing Authority the premises shall not be kept open after 11 pm for any public entertainment.

GENERAL REGULATIONS

11. Subject to the discretion of the Council Representative, the hirer of the premises for gatherings open to the public where bar facilities are used, whether an entrance fee is charged or not, is required to provide at his own cost the services of two attendants or stewards (one male and one female) who shall be on duty at the entrance of the Town Hall from half-an-hour at least before the commencement of the function until a reasonable time after the termination thereof and will be responsible for ensuring that proper order is maintained at all times and that no person who is under the influence of drink is likely to cause any disturbance or annoyance is admitted into the building. The hirer will accept full responsibility for the orderly and seemly conduct of the assemblies.

12. The Town Hall will not be opened until the Council Representative is satisfied that there are on duty adequate number of stewards at the entrance to the Town Hall and in the accommodation which has been hired. Such stewards must remain on duty until all persons have left the function.

13. The hirer shall not during any performance permit any songs, speech, action or costume which, in the opinion of the Council, may be considered indecorous or improper.

14. The hirer shall not use the Town Hall for the performance in public of any dramatic or musical work, or for the delivery in public of any lecture in which copyright subsists, without the consent of the owner of the said copyright, or in any other manner infringe any subsisting copyright. The hirer undertakes to indemnify the Council against all claims, demands, actions and proceedings in respect of any infringement of copyright occurring the during the period of hire and, in the case of

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live musical performance to make a return of the music performed, to the Town Clerk fourteen days before the date(s) the Town Hall is used.

15. The sale on the premises of intoxicating liquor is subject to the approval of the Licensing Authority, and the hirer is required to have available for inspection by the Council representative, evidence of such approval.

16. No person shall drive any nail, hook, screw or fastening of any kind into any wall or partition, or in any way damage any part of the building or the seats, or furniture; the value of any such damage caused in any way during the hiring period (as certified in writing by the Council within 28 days after the same shall be discovered) shall be paid to the Council by the hirer as liquidated damages.

17. Alterations or additions to the existing electric lighting arrangements or system is strictly forbidden except with the express prior approval, in writing of the Council.

18. The Council shall not, in any circumstances, be responsible for any damage or injury to or the loss, theft or removal of any property brought or left by any person in or upon the Town Hall premises, and the hirer undertakes to indemnify the Council against all claims, demands, actions and proceedings in respect of any such damage, injury, loss, theft, or removal or against any loss sustained by any person whatsoever in consequence thereof.

19. HIRERS OF THE TOWN HALL MUST COMPLY WITH ALL REASONABLE DIRECTIONS GIVEN TO THEM BY THE COUNCIL REPRESENTATIVE AND ARE RESPONSIBLE FOR REMOVING ALL RUBBISH, DEBRIS, LEFTOVERS ETC FROM THE PREMISES AS THEY LEAVE. A FEE WILL BE CHARGED BY THE TOWN COUNCIL FOR RUBBISH LEFT.

20. Not more than 200 persons upstairs and 100 persons downstairs shall be admitted to the Town Hall, and the hirer shall be held responsible and undertakes that these maximum numbers are not exceeded. The Council reserves the right, in the interest of the public, to close the Town Hall to persons in excess of this number.

21. The premises shall not be used for public music, singing or other entertainment of the like kind, nor for dancing on Christmas Day or Good Friday.

FIRE REGULATIONS

22. A copy of the general Fire Conditions is also enclosed herewith for information. A further copy will be available upon request from the Council Representative at the Town Hall.

Brackley Town Council
Town Hall
Market Place
Brackley
Northants
NN13 7AB

Sue Crouch
Town Clerk

THE TOWN HALL IS A NO SMOKING VENUE

GENERAL FIRE CONDITIONS APPLICABLE TO THE TOWN HALL

1. Audience Size

The number of persons present at any occasion shall be limited to 100 persons in the lower hall and 200 persons in the upper hall.

2. Exits to be Kept Clear at all times

The means of exit provided for all persons on the premises shall be maintained, kept unobstructed and immediately available for use.

3. Fastening of Exits

(a) Doors, gates, etc., providing means of exit from the premises shall only be secured closed while the public are on the premises, by fastenings approved by the Licensing Authority.

(b) Doors, gates, etc., providing emergency exit facilities from the premises shall not be secured closed while the public are on the premises, by means of fastening other than panic bolts. An approved notice describing this method of operation is to be displayed adjacent to all panic bolts.

4. Summoning Fire Service

The Fire Service shall be called to any outbreak of fire, or suspicion of fire, however slight.

5. Self-Closers

All fire resisting doors shall be maintained self-closing and shall not be secured in the open position.

6. 'No Smoking'

AS FROM 1ST JANUARY 2006 THE TOWN HALL IS A NO SMOKING VENUE.

7. Balloons

No balloons filled with flammable gas shall be permitted on the premises without permission from the Licensing Authority.

8. Rubbish Accumulation

No rubbish or waste paper shall be stored or allowed to accumulate in any part of the licensed premises.

9. Electrical Installation

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(A) ANY ELECTRICAL EQUIPMENT WHICH A HIRER WISHES TO BRING ONTO THE PREMISES FOR USE SHOULD HAVE BEEN APPROPRIATELY PORTABLE APPLIANCE TESTED.

(B) INSTALLATIONS OR EQUIPMENT REQUIRING HIGHER THAN MEDIUM VOLTAGE SHALL NOT BE PERMITTED EXCEPT WITH THE WRITTEN CONSENT OF THE TOWN COUNCIL AND IN ACCORDANCE WITH ANY CONDITIONS OF SUCH CONSENT.

10. Special Risks

(a) Except with the prior written consent of the Licensing Authority, explosive, toxic, hazardous or highly flammable substances shall not be brought onto or used at the premises. At least 21 days notice in writing shall be given to this Authority of any proposals to use such apparatus.

(b) Twenty one days notice in writing shall be given to the Licensing Authority of any entertainment involving special risks or danger to the public and/or any special entertainment for children wholly or mainly under the age of sixteen years.

(c) No entertainment involving special risks or danger to the public, the use of explosives or highly flammable substances shall be permitted WITHOUT THE APPROVAL IN WRITING of the Licensing Authority.

11. Real Flame

(a) Real flame not be used in an entertainment unless -

(i) The consent of the Licensing Authority is first obtained; and

(ii) In the opinion of the Licensing Authority:-

(a) the use of real flame is essential to the action as distinct from the atmosphere of the entertainment or its effective presentations; and or

(b) An electric substitute cannot be used.

(b) Application for the Licensing Authority's consent to the use of real flame shall be made by the licensee in writing at least 21 days before the first performance of the entertainment and shall give full details of the proposed use of real flame and the date and time of any rehearsal.

12. Pressurised Cylinders

CYLINDERS WHETHER FULL OR EMPTY FOR THE STORAGE OF AIR OR OTHER GASES OR LIQUIDS UNDER PRESSURE SHALL NOT BE USED IN THE PREMISES.

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BRACKLEY TOWN HALL

FIRE INSTRUCTIONS: WHAT TO DO IN CASE OF FIRE

- **If you discover a fire:**

- **Ring the fire alarm by breaking glass. Fire alarm points situated:**

- **Entrance hall:** by main door (**ground level**)
- **Lower Hall:** on inside right-hand wall next to the bar door
- **Upper Hall:** on back wall just inside main entrance door

- **Ring 999 to call the Fire Brigade.**

The nearest public telephone is situated in the lower market square, outside Barclays Bank.

- **Evacuate the building by the nearest available exits.** These are situated as follows:

- Entrance Hall:** - Main door (leading to Lower Market Square).
- Lower Hall:** - Half way down on left-hand side (leading to Red Lion pub).
- Main door entrance, leading out to entrance hall and Lower Market Square.
- Upper Hall:** - In corner towards back of the hall (leading to Red Lion pub).
- Main entrance door, leading down main staircase.

The **assembly point** is by the War Memorial in the lower market square, opposite Barclays Bank.

- **Do not put yourself in danger.** Only attempt to tackle small fires with the **fire extinguishers** provided. These are situated as follows:

- Lower Hall:** - At the rear of the hall, inside main entrance door.
- Adjacent to the fire exit door.
- Kitchen:** - Fire Blanket on wall near door to hall
- Upper Hall:** - On rear wall, inside main entrance door.

- **If the fire alarm sounds:**

- Evacuate the building by the nearest fire exits and ring the Fire Brigade.

For all other problems contact the Duty Manager Mr B Harvey on 07772868746 or 07792024988

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