



Council Offices
Station Road East
Oxted
Surrey
RH8 0BT

PREMISES LICENCE

Premises Licence Number

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Date of Issue

05 JULY 2005

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description

Felbridge Village Hall,
Crawley Down Road,
Felbridge

Post town EAST GRINSTEAD

Post code RH19 2NT

Telephone number

Where the licence is time limited the dates

N/A

Licensable activities authorised by the licence

The provision of regulated entertainment, namely: Plays, indoor sporting events, live music, recorded music, performances of dance or anything of a similar description. Facilities for making music and dancing.

The times the licence authorises the carrying out of licensable activities

12.00 – 24.00 Monday to Sunday

The opening hours of the premises

N/A

Where the licence authorises supplies of alcohol whether these are on and/or off supplies

N/A

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Felbridge Village Hall Management Committee, Felbridge Village Hall, Crawley Down Road, Felbridge, East Grinstead, RH19 2PS Tel: 01342 326174

Registered number of holder, for example company number, charity number (where applicable)

305040

Name, address and telephone number of designated premises supervisor where the licence authorises for the supply of alcohol

N/A

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

N/A

Annex 1 – Mandatory conditions

N/A

Annex 2 – Conditions consistent with the operating schedule

The licences are granted subject to the Regulations and Conditions made by the Licensing Authority currently in force and any additional special conditions set out below.

GENERAL CONDITIONS

1. A copy of the Licensing Authority's Regulations and Conditions shall be kept readily available on the licensed premises for use by the person or persons in charge of the premises.
2. The sound level at the centre of the hall shall not exceed 90dB (a) when expressed as an 8 hour LAeq and/or a peak sound pressure of 200 pascals (140dB).
3. When amplified music or a public address system is in use, the doors and windows of the room being used for public entertainment shall be kept shut to minimise disturbance to local residents.
4. Any outbreak of FIRE, however slight, must be reported to the Licensing Authority immediately.
5. Socket outlets for use with temporary or portable electrical equipment on or in the vicinity of any stage area and other circuits associated with spotlights or other stage lighting equipment shall be protected by one or more residual current devices, as necessary, having an adequate load current rating and a 30 milliamp tripping current.
6. If licensed for stage plays, at least fourteen days notice shall be given to the Licensing Authority of any proposed stage performance to enable the necessary inspections of potential fire hazards to be carried out, e.g. the dressing facilities for performers, the storage of props, scenery etc.

The following General Licensing Conditions are to be observed during Public Entertainment at the above premises.

1. These general conditions are to be kept posted on some conspicuous place at the principal entrance of licensed premises.

2. Police officers, Fire officers and authorised persons of the Licensing Authority shall be allowed access at all reasonable times to all parts of the premises.
3. The Licensee shall in all respects conduct the premises in a decent, sober and orderly manner.
4. The Licensee or some responsible person nominated by him in writing, not being a person under twenty-one years of age, shall be in charge of and present in the premises at all times when the public are on the premises.
5. All exit doors shall either open outwards or be fastened open so long as members of the public are present.
6. No obstructions, whether permanent or temporary, shall be allowed in any exit doors, exit ways, (whether corridors or staircases), external passageways, gangways, foyers, lobbies or entrance halls. Persons seeking admission shall not be allowed to form queues, which obstruct such exit doors etceteras.
7. All lavatories, cloakrooms and WC's shall be kept in a clean, sanitary condition and maintained in good working order.
8. A notice printed in large type and indicating the position of the nearest telephone and the method of calling the fire brigade shall be kept posted on some conspicuous part of the principal entrance of the premises.
9. Primary maintained general lighting shall:
 - (a) be kept in use throughout the premises so long as members of the public are present;
 - (b) be adequate by itself to enable all persons on the premises to see their way out of the premises.
10. The safety lighting shall:
 - (a) be kept in use throughout the premises so long as members of the public are present;
 - (b) be adequate by itself to enable all persons on the premises to see their way out of the premises.
11. Proper provision shall be made for ventilating all parts of the premises used by the public, the performers and the staff.
12. The Licensee shall be responsible for ensuring adequate control over persons and vehicles using parking facilities within the curtilage of the premises or under his direct control.

Annex 3 – Conditions attached after a hearing by the licensing authority

N/A

Annex 4 – Plans

See attached plan

Note: The authority of this licence does not overrule any other legislative conditions or requirements.