**PUBLIC ENTERTAINMENT LICENCE**

**PUBLIC HALL CONDITIONS**

1. The licence permits the use of the premises specified therein as a place of public entertainment. It shows the type and maximum occupant capacity of the premises. The licence must be exhibited in the premises in such a place and in such a manner as to be easily read by the public.
2. The licence holders or, in the absence of the licence holders, a responsible person authorised by them, must be in charge of the premises, must inspect them before the public are admitted and must not be engaged in duties which might prevent the exercising of general supervision of the premises. The licence holder or responsible person must be present at the premises at all times when it is open to the public.
3. No members of the public must be allowed to remain within the premises after midnight on any day unless the Council has given prior written permission at least 48 hours beforehand, which permission will include any occasional licence or occasional permission granted by the Licensing Board.
4. The licence holder shall be liable for any act or omission of their servants, agents or lessees in the contravention of, or non-compliance with, any of these conditions.
5. The licence holder shall ensure that the premises are covered by a policy of Third Party Liability insurance with a reputable company for not less than £5 million and shall exhibit to the Council, on demand, evidence that the premiums in respect of such policy have been timeously paid.
6. The licence holder must determine the number of stewards, if any, required to be in attendance, in addition to the licence holder or responsible person, to ensure safe management of the premises or any event held therein. A minimum of one steward will normally be required for any event that attracts 50 persons or more. Any stewards must be fully instructed in all safety precautions, including fire safety precautions, to be observed in the premises and the action to be taken in the event of an emergency.
7. The arrangement of seating, tables and any other furniture or equipment must be such as to allow free and unobstructed access to all stairways, passageways, entrances and exits including fire exits. Before admitting public access to the premises the licence holder or responsible person must ensure that all exits are unobstructed, unlocked and able to be opened.
8. The licence holder must carry out a fire risk assessment and comply with the Fire (Scotland) Act 2005 as amended and all other relevant legislation, to the satisfaction of the Chief Officer.
9. The licence holder shall ensure that all electrical installations at the premises are in safe working order and comply with all relevant statutory requirements at all times to the satisfaction of the Head of Protective Services.
10. All gas appliances, installations, pipework or flues installed shall be maintained in a safe condition, so as to prevent risk of injury to any person. Work on such appliances and installations shall be undertaken by suitably accredited engineers registered with the Gas Safe register.
11. Where relevant, all food safety legislation should be complied with.
12. Where toilet facilities are provided, the licence holder shall ensure that these are suitable, maintained in good working order and in a clean condition to the satisfaction of the Head of Protective Services.
13. The licence holder shall ensure that adequate medical/first aid provisions are made for events taking place within the premises.
14. The licence holder shall ensure that necessary measures to prevent statutory nuisance, including noise nuisance to neighbouring occupiers of the premises are taken, to the satisfaction of the Head of Protective Services.
15. On any occasion where disabled people are present on the premises, special arrangements as may be reasonable in the circumstances must be made to ensure their safety within the premises and also for their safe evacuation in the event of fire.
16. Except with the prior special permission of the Council, no exhibition, demonstration or performance of hypnotism within the meaning of the Hypnotism Act 1952 shall be given within the premises.
17. The Head of Planning Services, the Head of Protective Services, the Chief Officer, any Police Officer, the Manager of any Gas, Electric or other utilities company and their representatives, and any other person authorised by the Council must have access to the premises at any reasonable time for the purpose of inspecting and examining the same.
18. The licence holder must surrender the licence if and when called upon to do so by the Head of Service for the purpose of alteration in accordance with any decision of the Council.