

LICENSING ACT 2003

PREMISES LICENCE

Part A

Premises Licence No. WEA/LN/000002613

Part 1 – Premises details

<p>East Dean Village Hall, Village Green Lane, East Dean, East Sussex, BN20 0DR</p>
<p>Telephone number:</p>
<p>Where the licence is time limited the permitted dates are: n/a</p>
<p>Licensable activities:</p> <p>Dance Live Music Recorded Music Play</p> <p>Alcohol Sale or Supply</p>

Authorised times:

Alcohol Sale or Supply

Sunday	10:00hrs to 21:30hrs
Monday	10:00hrs to 22:30hrs
Tuesday	10:00hrs to 22:30hrs
Wednesday	10:00hrs to 22:30hrs
Thursday	10:00hrs to 22:30hrs
Friday	10:00hrs to 23:30hrs
Saturday	10:00hrs to 23:30hrs

On all Bank Holidays the authorised hours shall be 12:00hrs to 21:30hrs.

On New Year's Eve the authorised hours shall be 12:00hrs to 00:30hrs.

**Dance
Live Music
Recorded Music
Play**

Sunday	08:00hrs to 22:00hrs
Monday	08:00hrs to 23:00hrs
Tuesday	08:00hrs to 23:00hrs
Wednesday	08:00hrs to 23:00hrs
Thursday	08:00hrs to 23:00hrs
Friday	08:00hrs to 23:00hrs
Saturday	08:00hrs to 23:00hrs

On all Bank Holidays the authorised terminal hour shall be 22:00hrs.

On no more than 36 occasions per calendar year the authorised terminal hour on Fridays and Saturdays may be extended to midnight subject to no more than four such occasions per calendar month and no two such occasions shall take place on consecutive nights.

On New Year's Eve the authorised terminal hour shall be 01:00hrs.

On all occasions when the use of the hall is permitted after 23:00 hours, all music shall cease at least 30 minutes before the permitted closing time.

The opening hours of the premises (if applicable):

Opening hours

Sunday	08:00hrs to 22:00hrs
Monday	08:00hrs to 23:00hrs
Tuesday	08:00hrs to 23:00hrs
Wednesday	08:00hrs to 23:00hrs
Thursday	08:00hrs to 23:00hrs
Friday	08:00hrs to 23:00hrs
Saturday	08:00hrs to 23:00hrs

On all Bank Holidays the authorised terminal hour shall be 22:00hrs.

On no more than 36 occasions per calendar year the authorised terminal hour on Fridays and Saturdays may be extended to midnight subject to no more than four such occasions per calendar month and no two such occasions shall take place on consecutive nights.

On New Year's Eve the authorised terminal hour shall be 01:00hrs.

On all occasions when the use of the hall is permitted after 23:00 hours, all music shall cease at least 30 minutes before the permitted closing time.

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

Part 2

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

**East Dean & Friston Village Hall Trust
East Dean Village Hall,
Village Green Lane,
East Dean,
Eastbourne,
BN20 0DR**

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

1077992

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

Alternative Licence Condition Applies

Telephone number:

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

Personal licence number: **WEA/LN/000002791**

Issuing Authority: **Wealden District Council**

18th August 2010

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Authorised Officer

Head of Public Health and Community Services
Wealden District Council
Vicarage Lane
Hailsham
East Sussex
BN27 2AX
Tel: 01323 443555

Annex 1 - Mandatory Conditions

1. Every supply of alcohol under the Premises Licence must be made or authorised by the Management Committee.
2. The number of persons permitted on the licensed part of the premises, as described, at any one time when regulated entertainment is taking place shall not exceed:-

Main Hall

110 persons when used for function utilising seating at tables and demountable stage in use.

140 persons when used for function utilising seating at tables and demountable stage removed.

220 persons when used for dancing and demountable stage in use.

280 persons when used for dancing and demountable stage removed.

Secondary Hall

50 persons when used for function utilising seating at tables.

100 persons when used for dancing.

3. The premises may be used for the purpose of this licence only on the following days and between the following times: -

- i) The use of the hall building shall be limited to the hours of 08:00 to 23:00 daily, except Sundays and Bank Holidays when the use of the hall shall be permitted no later than 22:00 hours and except as provided in ii) and iii) below.
- ii) The use of the building shall be limited to the hours of 08:00 to midnight, on Fridays and Saturdays, on 36 occasions in each calendar year. There shall be no more than 4 of these occasions in any calendar month and no two occasions shall take place on consecutive days.
- iii) On New Years Eve the use of the hall building is permitted until 01:00 hours on the following day.
- iv) On all occasions when the use of the hall is permitted after 23:00 hours, all music shall cease at least 30 minutes before the permitted closing time.

4. Fire Drills

In the case of these premises, which are not permanently staffed, Condition 16 below shall not apply. Instead, a fire drill should be carried out by the hirer and designated stewards before each theatrical performance or public entertainment takes place.

A fire drill is not required on more than one occasion each calendar month.

5. Alarm System

In the case of these premises, which are not permanently staffed, Condition 53 below shall not apply. Instead the method of giving warning in the case of fire shall be tested before each theatrical performance or public entertainment takes place. This check is not required on more than one occasion each calendar month.

6. Emergency Lighting

Emergency lighting systems should be inspected prior to each performance or event and subjected to a monthly test in addition to the tests recommended by the manufacturer.

A record of the tests should be kept.

NOTIFICATION REQUIREMENTS

1. At least TWENTY-ONE DAYS' NOTICE shall be given to the Licensing Authority, the Chief Fire Officer and to the Chief Officer of Police, prior to:
 - (1) the presentation of any stage performance, or
 - (2) any entertainment involving special risks or danger to the public, or
 - (3) any special entertainment for children wholly or mainly under the age of 16 years.

CONTROL OF THE PREMISES

General Supervision

2. The Licensee shall be responsible for ensuring compliance with all the terms and conditions applying to the licence. Where appropriate the Licensee may nominate, in writing, a responsible person, not being a person under 18 years of age, to act on his behalf.
3. All necessary precautions are to be taken to ensure the safety of the public, the performers and the employees and, except with the written approval of the licensing authority, the Licensee shall retain control over all parts of the licensed premises.
4. Any instructions issued by the Licensing Authority regarding the general safety of the audience and performers shall be put into immediate effect.
5. The Licensee, or his nominated representative, shall be responsible for the performance or entertainment and the safety arrangements during the whole time the premises are open to the public. Except in the case of the hire of the premises the licensee or his nominated representative shall be present at all times when the premises are open to the public.

6. The person in charge during any performance or public entertainment, including any hirer, shall not be engaged in any duties which will prevent him from exercising general supervision and shall be available to respond immediately to any emergency.
7. Where the licensed premises are hired out for any performance or public entertainment arrangements shall be made to ensure:-
 - (1) the hirer is aged 18 years of age or over;
 - (2) the hirer signs a written undertaking to accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the entertainment licence relating to management and supervision are met;
 - (3) the hirer is made fully aware of the licence conditions for the premises;
 - (4) the hirer is given instruction and any necessary training in the items listed in licence conditions 14;
 - (5) the hirer is advised of the requirement to carry out a safety check as required by licence condition 11 using the standard check list provided;
 - (6) the hirer provides stewards as required and instructs them as to their essential responsibilities in the event of fire or other emergency.
8. The Licensee or his nominated representative shall comply with any reasonable fire preventative or safety measure that may be required of him by the Chief Fire Officer or the Licensing Authority.
9. Good order and decent behaviour shall be maintained in the licensed premises and the Licensee shall ensure that there is no performance or advertisement that would offend good taste or decency or be offensive to public feeling.

Hypnotism

10. No person shall give at the premises (otherwise than as provided by the Hypnotism Act 1952, Section 5) any exhibition, demonstration or performance or hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any other person any form of induced sleep or trance in which the susceptibility of the mind of that person or direction is increased or intended to be increased.

Safety Inspection

11. Prior to the admission of the public to any performance or entertainment the Licensee shall ensure that a thorough safety inspection of the premises is undertaken.

Alarm System

12. The licensed premises shall be provided with a suitable means of giving warning in the event of a fire and where the public address system is used for this purpose it shall be capable of overriding the entertainment in progress and be clearly audible in all parts of the premises.

Accidents

13. In the event of any accident causing injury to person or property within the licensed premises a report of the incident shall be submitted to the Licensing Authority within 48 hours. (This requirement is without prejudice to the duties imposed by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Training

14. The Licensee or his nominated representative shall instruct every member of staff in respect of the fire precautions and evacuation procedures. In particular every member of staff shall be instructed and trained in the following:-
 - (1) the action to be taken by him in the event of discovery of a fire or other emergency situation,
 - (2) how to raise the alarm,
 - (3) the action to be taken upon hearing the fire alarm,
 - (4) the location of the nearest telephone and how to summon the emergency services,
 - (5) the location and use of fire fighting equipment,
 - (6) a knowledge of escape routes, the importance of fire doors, and the operation of any special escape door fastenings,
 - (7) the code word or other emergency signal to be used in the event of an emergency occurring on the premises,
 - (8) the location of the general and safety lighting switches or controls,
 - (9) the procedure for evacuation of the premises.
15. A record shall be kept of all staff training, the record to include names, dates, and details of instruction given.

Fire Drill

16. Fire drill practice, with all staff present, shall be undertaken and recorded at least once every calendar month.

17. Printed notices stating the action to be taken in the event of other emergency shall be displayed in suitable and conspicuous positions.

Stewards

18. Stewards shall be provided on the premises on the following basis:
 - (1) Adult audiences – one steward for every 100 persons or part thereof.
 - (2) Audiences comprising principally children under the age of 16 years – two stewards per 100 children or part thereof or at least one steward per exit whichever is the greater.
19. Stewards shall be responsible persons not less than 18 years of age and be readily identifiable at all times by means of conspicuous clothing. At least three properly maintained electric hand lamps shall be kept readily available for use by the stewards where public areas may be darkened when the public are present and whenever practicable shall be carried by stewards on duty.
20. The main duties of stewards shall be to ensure that safe conditions are maintained in the licensed premises and general compliance with the licence conditions.

Dangerous Performances

21. Except with the express written consent of the Licensing Authority and subject to any conditions which may be attached to such consent –
 - (1) real flame, explosives or highly flammable substances shall not be brought to or used at the licensed premises;
 - (2) strobe lighting or laser equipment shall not be used.

Evacuation

22. All entertainment shall cease and the public be instructed to leave the premises in the case of:
 - (1) a suspected leakage of gas,
 - (2) a failure of the general lighting, (see Condition 74)
 - (3) a failure of the safety lighting system, (see Condition 75)
 - (4) an outbreak of fire or similar emergency.

Dressing Rooms

23. Adequate dressing room accommodation shall be provided for all performers. Temporary dressing rooms or quick change rooms shall not be provided except with the approval of the Licensing Authority.

Noise and Disturbance

24. Noise shall not be emitted from the licensed premises such as to cause persons in the neighbourhood to be unreasonably disturbed.
25. All reasonable steps shall be taken to ensure that persons on or leaving the licensed premises conduct themselves in an orderly manner and do not in any way rise to annoyance to persons in the neighbourhood.
26. All reasonable steps shall be taken to ensure that persons leaving the licensed premises and using adjacent car parks and highways do not conduct themselves in a manner so as to cause annoyance to persons in the neighbourhood.

LICENCE AND INSPECTION OF THE PREMISES

Licence

27. The licence and conditions or a copy thereof, shall be kept on the premises and shall be available for inspection by an authorised officer acting on behalf of the Licensing Authority, the Police or the Fire Authority.

Inspection

28. All parts of the licensed premises shall be open to free ingress and inspection by
 - (1) duly authorised officers of the Licensing Authority;
 - (2) Police Constables;
 - (3) Officers of the Fire Authority.

MEANS OF ESCAPE FROM THE PREMISES

Exit Doors

29. All exit doors shall be kept unlocked, unobscured and available for exit during the whole time that the public are on the premises and the public shall be permitted to leave by all doors marked 'EXIT' after each performance.
30. All doors through which a person may have to pass shall be kept unlocked and unfastened so that they can be easily and immediately opened by persons leaving the premises. All doors giving egress from the premises shall be maintained to open in the line of exit and when the public are on the premises the doors shall only be secured by panic fastenings or be fastened fully open in such a manner as to require a key (which shall be only available to authorised persons) to release it and shall remain fastened open at all times when members of the public are on the premises.

Door Fastenings

31. All fastenings, other than panic bolts or latches, to be fitted on exit doors used by the public shall only be of such pattern and in such positions as the Licensing Authority may approve.
32. Panic fastenings shall be maintained so as to ensure horizontal pressure will result in ready opening of the doors.
33. All fastenings which cannot be released by applied pressure only (e.g. flush bolts, barrel bolts and locks) on exit doors and gates shall be removed or rendered inoperative when the public are on the premises.

Key Board

34. Where chains or padlocks are used for securing exit doors when the public are not on the premises, a keyboard shall be provided in a position approved by the Licensing Authority and before admission of the public, all chains and padlocks shall be hung on such a board, and shall remain on that board the whole time the public are on the premises.

Exit Routes

35. All staircases, gangways, passages, corridors and lobbies used for the exit of the public or the performers shall be kept entirely free from chairs or other obstructions, whether permanent or temporary.
36. All gangways, corridors, exits, ramps, steps and stairs shall be maintained with non-slip and even surfaces. The edges of all steps and treads of stairs shall be conspicuously marked, if so required by the Licensing Authority. Matting, carpets and other floor and stair coverings shall be thoroughly cleaned at frequent intervals and shall be secured and maintained so as not to be a source of danger.

Ramps and Stairways

37. Every ramp and every stairway affording a means of ingress or egress for use by the public shall be provided with a suitable handrail.

Barriers

38. Temporary barriers other than rope barriers shall not be provided. Any rope barriers permitted shall be fitted with slip connections and shall be so arranged as not to trail on the floor when parted, and the fittings shall not project into the gangway or exit way.

EXIT SIGNS

39. Exit signs shall be provided and maintained in position at all exit doors and openings and shall be clearly illuminated in a manner approved by the Licensing Authority. Signs shall be kept unobstructed so as to be clearly visible and the illumination to exit signs shall not, in any circumstances, be extinguished or dimmed while the public are on the premises.

SEATING

40. Seating shall be so arranged as to allow free access to the gangways and exits.

Closely Seated Audiences

41. The licensed premises shall not be used for a closely seated audience except in accordance with seating plans previously submitted to and approved by the Licensing Authority. A copy of the seating plans shall be kept readily available at the premises and shall be shown to any person authorised by the Licensing Authority on request.
42. In the case of a premises used regularly for a closely seated audience the seating shall be firmly fixed to the floor, except in boxes accommodating not more than eight persons.
43. Where premises are used occasionally for a closely seated audience the following shall apply:-
 - (1) where seating accommodation exceeds 200 the chairs or seats shall be firmly secured in lengths not fewer than four or more than twelve;
 - (2) where seating accommodation exceeds 400 the rows of seating flanking the exits and the front, back and cross gangways shall be fixed securely to the floor, excepting where adequate alternative means of securing the seating has been approved by the Licensing Authority.
44. Where the premises are used for a closely seated audience standing shall not be permitted in any part of the auditorium or hall, in any gangway, passageway, corridor or any staircase and persons shall only be permitted to sit in seating as shown on the approved seating plan.

Overcrowding

45. Overcrowding in such a manner as to endanger the safety of the public shall not be permitted in any part of the premises.

Gangways

46. Gangways at least 1m. wide shall be provided intersecting seating and shall be arranged in such a manner that no seat shall be more than 3.6m from a gangway measured along the line of seating. A rest rail shall be fitted at the

foot of every gangway in circles, galleries or balconies. Front and rear gangways are to have a minimum width of 1.5m unless otherwise agreed by the Licensing Authority.

INVALID AND DISABLED PERSONS IN WHEELCHAIRS

47. All due precautions shall be taken for the safety of the public and the safety of the occupants of wheelchairs when admitting invalids or disabled persons to the premises.
48. Invalid and disabled persons in wheelchairs shall be allowed in the premises only in such numbers and such positions as are shown on the licence.
49. Unoccupied wheelchairs shall be placed where they will remain readily available but not cause obstruction to an exit route.

FIRE PRECAUTIONS

Equipment

50. Fire fighting equipment suitable to the fire risks of the premises shall be provided, maintained and located as required by the Licensing Authority. The appliances shall be kept clearly marked to show their purpose and shall be kept available for use. Portable fire extinguishers shall be examined at least once annually and all extinguishers should be discharged at regular intervals in accordance with the relevant British Standard Code of Practice for the time being in force. Tests and examinations which are carried out shall be certified accordingly.
51. Fire extinguishers shall be kept hung on brackets with the tops of the appliances not more than 1.37m above the floor.

Calling the Emergency Services

52. The method of calling the emergency services shall be displayed conspicuously adjacent to the telephone, which must always be available for members of staff to use. Notices shall be provided indicating the position of the nearest telephone.
53. The method of giving warning in case of fire shall be tested regularly, at least once a month, and a record kept of the tests.

Scenery, Curtains, etc.

54. All scenery, curtains, drapes and similar hangings and decorations shall be rendered flame-retardant, preferably in process of manufacture, and shall be so maintained; flammable materials shall not be used for the costumes of the performers or the decoration of the premises.
55. Any curtains to doorways, or across corridors or gangways, shall not conceal exit signs or notices. Such curtains shall be parted in the centre, hung so as

to be readily drawn aside and not permitted to trail on the floor. All curtains are to comply with the requirements of the previous paragraph.

Fire Resisting Doors

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

Refuse and Waste

57. Proper arrangements shall be made for the collection and disposal of refuse and no rubbish or waste material shall otherwise be stored or allowed to accumulate on any part of the licensed premises. Storage of necessary combustible materials to be used in connection with the entertainment shall be in such positions as may be approved by the Licensing Authority.

Smoking

58. Smoking shall not be permitted on any stage area, wings and back stage except so far as may be necessary in connection with the performance. The Licensee shall comply with any specific fire safety requirements of the Licensing Authority in this respect. 'NO SMOKING' notices shall be displayed in all such parts of the premises.

Heating

59. Heating of the licensed premises shall be provided in a safe and suitable manner. The chamber in which any boiler is situated shall in all cases be of fire-resisting construction with self-closing fire-resisting doors, with permanent ventilation direct to the open air, providing that nothing in this condition shall apply to boilers for tea making and similar purposes, instantaneous or storage water heaters or other installations if they are installed to the satisfaction of the Licensing Authority. Where solid fuel is used, a fire-resisting separator shall be provided between the storage place and the boiler.
60. The use of portable paraffin or liquefied petroleum gas heaters is not permitted.

SAFETY CURTAIN

61. In licensed premises having a stage and with a seating capacity in excess of 300 persons the proscenium opening shall be provided with a suitable safety curtain to the approval of the Licensing Authority.
62. The safety curtain to the proscenium opening shall be lowered and raised in the presence of each audience.
63. In the event of any defect in the safety curtain or its working mechanism the Licensee shall immediately notify the Licensing Authority.

64. No apparatus or scenery or properties shall be placed on or protruding into the auditorium side of the safety curtain without the prior consent of the Licensing Authority.
65. Where in existing premises the Licensing Authority is satisfied that it is impracticable to provide a safety curtain, the Licensee shall take such other safety precautions as the Licensing Authority require.
66. In licensed premises with a seating capacity of 300 persons or less any stage shall be separated from the auditorium by the provision of such panels or curtains made from flame-retardant treated materials as the Licensing Authority may require.

LIGHTING

67. Two independent systems of lighting shall be provided and properly maintained to all parts of the premises to which the public have access and these shall be described as GENERAL LIGHTING and SAFETY LIGHTING.
68. GENERAL LIGHTING: In all parts of the premises to which the public are admitted and in all passages, courts, ramps and stairways to which the public have access and which lead from the auditorium or hall to outside the premises there shall be provided means of illumination by electricity capable of illuminating those parts clearly.
69. The means by which the general lighting is controlled –
 - (1) shall be so situated as to be easily accessible to those members of the staff who may be required to operate them;
 - (2) shall be so situated or concealed that members of the public are unlikely to interfere with them.
70. SAFETY LIGHTING: In addition to the general lighting, means of illumination adequate to enable the public to see their way out of the premises without assistance from the general lighting shall be provided –
 - (1) in the auditorium or hall and all other parts of the building to which the public are admitted;
 - (2) in all passages, courts, ramps and stairways to which the public have access and which lead from the auditorium or hall to outside the premises;
 - (3) for the illumination of all notices indicating exits from any part of the premises to which the public are admitted.
71. The safety lighting shall be kept on at all times when the public are on the premises except in those parts of the premises which are lit equally well by daylight.

72. The safety lighting system shall be subject to a test discharge for its normal rated discharge period at least once in every 6 months and a record shall be kept of each test.
73. The safety lighting shall be supplied from a source other than that which supplies the general lighting and shall be by electricity. The means of control shall be situated in a place to which the public are not admitted.
74. FAILURE OF GENERAL LIGHTING: If there is a failure of the general lighting the public shall, if the general lighting is not restored within one hour, be instructed to leave the premises at the end of that hour.
75. FAILURE OF SAFETY LIGHTING: If there is a failure of the safety lighting all parts of the premises in which means of illumination are provided in accordance with Condition 70 other than the auditorium and, if at the forthwith be clearly illuminated by the general lighting and, if at the end of one hour safety lighting is not restored, the auditorium or hall shall be clearly illuminated by the general lighting and the public shall then be instructed to leave the premises forthwith.
76. Stage lighting shall, where practicable, be supplied from a source other than the general lighting, and in no case shall be connected to the safety lighting system.

ELECTRICAL INSTALLATION

77. All non-permanently fixed electrical cable shall be heavily and adequately insulated and protected; metal clad switchgear, spot lamp frames, and similar shall be effectively earthed and each circuit adequately fused.

Residual Current Device

78. Where the socket outlets from the electrical installation may be used for the connection of lighting, amplification or other portable equipment they shall be protected by an integral residual current device (earth leakage circuit breaker) having a rated tripping current not exceeding 30 milliamps and complying with BS.4293.

Maintenance

79. The permanent electrical installation shall be maintained to standards contained in the Regulations of the Institute of Electrical Engineers and stage effects lighting and all electrical equipment and temporary wiring shall be to a similar standard. All temporary wiring shall be entirely removed immediately the need, therefore, has ceased.

Examination and Testing

80. A certificate signed by a competent electrical engineer to the effect that the electrical installation has been examined and tested and is in a safe and satisfactory condition shall be obtained every 5 years or such shorter period

as may be specified by the Licensing Authority. a copy of the certificate shall be kept available on the premises for inspection when required and a further copy submitted to the Licensing Authority with the next licence renewal application.

VENTILATION

81. All parts of the licensed premises shall be kept properly and sufficiently ventilated.

SANITARY ACCOMMODATION

Sanitary Conveniences

82. Adequate sanitary conveniences shall be provided at the licensed premises. The sanitary accommodation shall at all times be kept in good order and repair, and be properly and efficiently cleansed, ventilated, disinfected and supplied with water, and the doors leading thereto shall be suitably marked. Separate sanitary conveniences shall be provided for persons of each sex.

Hand Washing

83. Adequate hand washing facilities shall be provided in each public toilet. A constant supply of hot and cold water shall be available and soap and hand drying facilities provided.

Disabled Persons

84. Where practicable suitable arrangements shall be made for the needs of disabled persons concerning the provision of sanitary conveniences and washing facilities.

ALTERATIONS

Prior Approval

85. Alterations or additions, whether permanent or temporary, to the structure, the means of escape, the lighting, heating or ventilating installations, or to the seating, gangways or other arrangements affecting safety at the premises, shall not be made except with the PRIOR APPROVAL of the Licensing Authority. Copies of the plans of the proposed alterations or additions together with notice of the application shall be deposited with the Licensing Authority, the Fire Authority and the Chief Officer of Police AT LEAST 21 DAYS prior to the application for approval. Provided that such approval need not be obtained for any work which is necessary for the efficient maintenance of the premises, which does not affect the safety of persons using the premises.
86. Whilst the public are on the premises no work in connection with any alterations, additions, repairs or redecorations shall be carried out nor shall

any scaffolding, cradles or plant be erected, installed or left in position without the prior consent of the Licensing Authority.

MAINTENANCE

87. All parts of the premises and fittings therein, including the seating, door fastenings and notices, shall be maintained in good order and condition.
88. Adequate access shall be provided and maintained to the roof spaces above all suspended ceilings in the public parts of the licensed premises and to all parts of such ceilings for the purposes of inspection and repair.

STRUCTURAL REPORT

89. The Licensee shall, at his own expense, and if so required by the Licensing Authority, provide a certificate to the effect that the premises have been examined by a competent person and found to be structurally sound for the purpose intended.

SPECIAL CONDITIONS

90. The Licensing Authority may attach to these Standard Conditions such additional conditions (hereinafter called Special Conditions) as it considers to be reasonably necessary and the Licensee shall at all times abide by such Special Conditions.

SCHEDULE B

Particulars to be supplied by applicants for the grant, renewal or transfer of a licence.

- (1) Details of applicant and other persons concerned with the premises;
- (2) Details of premises to be licensed;
- (3) Nature of the entertainment;
- (4) Type of premises and parts to be used;
- (5) Details of periods of use;
- (6) The numbers of persons to be accommodated;
- (7) Two copies of a plan of the premises to indicate the uses of various parts of the premises, means of escape, access for emergency vehicles and general particulars relevant to the application;
- (8) Two copies of the seating plan;
- (9) Details of sanitary arrangements;

- (10) Details of any special effects equipment to be employed;
- (11) Details of any measures to prevent noise or disturbance.

Annex 2 – Conditions consistent with the Operating Schedule

General

- 1) The sale or supply of alcohol, other than any sale or supply under Temporary Event Notices, shall be restricted to those persons attending pre-booked functions, or any other such activities, which have the express prior permission of the Committee.
- 2) The sale or supply of alcohol, other than those made in accordance with a Temporary Event Notice, shall only be permitted by the Designated Premises Supervisor or nominated persons who have received appropriate training from the Designated Premises Supervisor.
- 3) The nominated person shall have control of the premises and shall ensure that all conditions of the licence are complied with.

Prevention of crime and disorder

- 1) Persons who are drunk and / or disorderly, or showing signs of aggression shall not be admitted to the premises.

Prevention of public nuisance

- 1) Measures shall be taken to ensure that patrons leave the premises in a quiet and orderly manner.

Protection of children from harm

- 1) Alcohol shall not be sold or supplied to any persons under 18 years of age.
- 2) Proof of age shall be required from any person who appears to be under 18 years of age.

Annex 3 – Conditions attached after a hearing by the Licensing Authority

Nil

Annex 4 - Plans

See Attached

LICENSING ACT 2003

PREMISES LICENCE

Part B

Premises licence summary

Premises Licence No. WEA/LN/000002613

Premises details

<p>East Dean Village Hall, Village Green Lane, East Dean, East Sussex, BN20 0DR</p>
<p>Telephone number:</p>
<p>Where the licence is time limited the dates permitted are: n/a</p>
<p>Licensable activities:</p> <p>Dance Live Music Recorded Music Play</p> <p>Alcohol Sale or Supply</p>

Authorised times:

Alcohol Sale or Supply

Sunday	10:00hrs to 21:30hrs
Monday	10:00hrs to 22:30hrs
Tuesday	10:00hrs to 22:30hrs
Wednesday	10:00hrs to 22:30hrs
Thursday	10:00hrs to 22:30hrs
Friday	10:00hrs to 23:30hrs
Saturday	10:00hrs to 23:30hrs

On all Bank Holidays the authorised hours shall be 12:00hrs to 21:30hrs.

On New Year's Eve the authorised hours shall be 12:00hrs to 00:30hrs.

Dance Live Music Recorded Music Play

Sunday	08:00hrs to 22:00hrs
Monday	08:00hrs to 23:00hrs
Tuesday	08:00hrs to 23:00hrs
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Thursday	08:00hrs to 23:00hrs
Friday	08:00hrs to 23:00hrs
Saturday	08:00hrs to 23:00hrs

On all Bank Holidays the authorised terminal hour shall be 22:00hrs.

On no more than 36 occasions per calendar year the authorised terminal hour on Fridays and Saturdays may be extended to midnight subject to no more than four such occasions per calendar month and no two such occasions shall take place on consecutive nights.

On New Year's Eve the authorised terminal hour shall be 01:00hrs.

On all occasions when the use of the hall is permitted after 23:00 hours, all music shall cease at least 30 minutes before the permitted closing time.

The opening hours of the premises (if applicable):

Opening hours

Sunday	08:00hrs to 22:00hrs
Monday	08:00hrs to 23:00hrs
Tuesday	08:00hrs to 23:00hrs
Wednesday	08:00hrs to 23:00hrs
Thursday	08:00hrs to 23:00hrs
Friday	08:00hrs to 23:00hrs
Saturday	08:00hrs to 23:00hrs

On all Bank Holidays the authorised terminal hour shall be 22:00hrs.

On no more than 36 occasions per calendar year the authorised terminal hour on Fridays and Saturdays may be extended to midnight subject to no more than four such occasions per calendar month and no two such occasions shall take place on consecutive nights.

On New Year's Eve the authorised terminal hour shall be 01:00hrs.

On all occasions when the use of the hall is permitted after 23:00 hours, all music shall cease at least 30 minutes before the permitted closing time.

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

Name, (registered) address of holder of premises licence:

**East Dean & Friston Village Hall Trust
East Dean Village Hall,
Village Green Lane,
East Dean,
Eastbourne,
BN20 0DR**

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

1077992

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol:

Alternative Licence Condition Applies

State whether access to the premises by children is restricted or prohibited:

No

18th August 2010

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Authorised Officer

Head of Public Health and Community Services
Wealden District Council
Vicarage Lane
Hailsham
East Sussex
BN27 2AX
Tel: 01323 443555

