

# Licensable Events - Conditions of Hire

## York House Centre

You are responsible for planning and controlling every aspect of your event. If there is a problem, you must take action and deal with it.

If you are holding a **LICENSABLE EVENT** (an event open to the public which includes a licensable activity or a private party where alcohol is being sold) there are special conditions which relate to our **PREMISE LICENCE** - these are **LEGAL REQUIREMENTS** which have been imposed by the Licensing Department of MK Council and must be adhered to.

- There shall be no consumption of refreshments of any sort in any outside area after 11.00pm Mon - Sat and after 10.00pm on Sundays
- Smoking is permitted outside after these hours but is limited to the front of the building
- The premises, both inside and out, must be cleared of people no later than 1 hour after the times specified above.
- Party-Style events involving live or recorded music must not start before 11.00am
- There must be regular **PATROLS** outside the building by a responsible person to assess noise coming from the premises. That person shall take steps to reduce the level of noise so that it does not cause disturbance to local residents.
- **A WRITTEN RECORD MUST BE MADE OF THESE ASSESSMENTS ON THE LOG SHEET PROVIDED AND RETURNED TO YORK HOUSE AFTER THE EVENT**
- After 11.00pm these patrols should be not less frequently than every 15 minutes
- **Music and other party noise** must be kept down to a reasonable level throughout
- **We allow discos and acoustic-style live bands – loud bands with drums and bass are not permitted**

*Our Main Hall is fitted with a **NOISE LIMITER** which will control the volume of noise, particularly from musical instruments or equipment.*

- *Excessive noise will result in the noise limiter cutting the power supply. If the power supply is cut you must turn off equipment, press the **RE-SET BUTTON** and then resume your activities at a lower noise level. The noise limiter has an **ANTI-TAMPER DEVICE**. Any damage or tampering to the noise limiter will result in the forfeit of your Behaviour Bond. **ANY CUT-OUTS AND RE-SETS SHOULD BE NOTED ON THE LOG SHEET***
- The noise limiter has an anti-tamper device and a re-set counter. Any abuse of, excessive re-setting of, or damage to the noise limiter will result in the **FORFEIT OF YOUR BEHAVIOUR BOND** and may result in the hirers being barred from further use of York House Centre

- **FIREWORKS & CHINESE LANTERNS** are not to be used within the boundaries of the York House premises, including in the Car Park area and the Gardens.
- **ADULT ENTERTAINMENT** - York House Centre has a policy to ensure that activities at the premises are appropriate to a Youth, Community and Arts Centre. The Trustees reserve the right to prohibit inappropriate entertainment or to bar from further use of the Centre any user deemed to be abusing this policy.
- In particular: the showing of films, videos or DVDs to persons under 18 is restricted in accordance with recommendations made by the British Board of Film Classification. If you intend to show films and are in any doubt, please contact us directly for advice.

### **SALE AND SUPPLY OF ALCOHOL AT PUBLIC AND PRIVATE EVENTS**

For events which include the sale or supply of alcohol you will have provided a 'Designated Responsible Person' on your Application for Hire. This person must be aged 21 years or older and you will be asked to provide proof of identification and home address.

The 'Designated Responsible Person' for an event selling or supplying alcohol at York House Centre (for consumption on or off the premises) must:-

- **NOT** allow sale or supply alcohol to anyone under the age of 18 – if in doubt you should demand to see photographic ID confirming age
- **NOT** allow the consumption of alcohol on the premises by anyone under the age of 18 - if in doubt you should demand to see photographic ID confirming age
- **NOT** allow the sale or supply of alcohol to anyone who is or appears to be drunk
- **NOT** allow disorderly conduct on the premises
- **Parking** – please park within the marked bays in the front car park only. Vehicular access to the rear of the building is controlled via a locked bollard – access must be kept clear at all times for the emergency services so please ensure that none of your guests park in front of the bollard. If you require access to the rear of the building for loading please contact the York House Office prior to your event

Additional free parking is available in the Hawkins Close public car park, a short distance further down London Road towards the town (by the old Working Men's Club)

You will need to take action to control every aspect of your event – where appropriate this may include contacting the Police by telephoning 999.

If there are any other emergency issues at your event which specifically involve the building e.g. accidental fire alarms etc you should telephone the **York House Emergency Number – 07948 390 323** or, when necessary, the appropriate Emergency Service.

You may find the following link helpful if you require further information on the laws regarding sale and supply of alcohol:-

[http://www.culture.gov.uk/what\\_we\\_do/alcohol\\_and\\_entertainment/default.aspx](http://www.culture.gov.uk/what_we_do/alcohol_and_entertainment/default.aspx)