



## Slinfold Village Hall

The Street, Slinfold, West Sussex RH13 ORP  
Registered Charity: 305256 - The Child Memorial Village Hall  
email: [village.hall@slinfold.co.uk](mailto:village.hall@slinfold.co.uk)

Chairman: J.N.Peachey. 'Amberley', Hayes Lane, Slinfold, West Sussex RH13 0SQ  
Tel: 01403 791554 email: [neil.peachey@slinfold.co.uk](mailto:neil.peachey@slinfold.co.uk)

Note that this licence application is for an indefinite licence, not one for a specified period of time.

## Operating Schedule

Slinfold Village Hall is a relatively small mid-to-late-Victorian structure with some recent extensions and improvements. On the ground floor are the Main Hall (which will hold licensable activities), Kitchen, Store Room and Toilets. On the first floor is a Committee Room, which will not hold licensable activities. The Village Hall is in the middle of Slinfold village, next to the church. It is situated within what is the churchyard and does not own any land other than that which is required for access to the Hall.

In a typical week, none of the activities taking place in the Hall will be licensable. However, from time-to-time licensable activities will take place. The relevant licensable activities are;

- a) The performance of plays.
- b) The showing of films.
- c) The playing of live music.
- d) The playing of recorded music.
- e) Dance performances.
- f) Anything of a similar nature to (but not explicitly covered by), c), d) or e) above
- g) Provision of facilities (including simply making the facilities available) for members of the public to make music.
- h) Provision of facilities (including simply making the facilities available) for members of the public to dance.
- i) Provision of facilities (including simply making the facilities available) for members of the public to participate in activities of a similar nature to (but not explicitly covered by) g) or h) above.
- j) Activities like any of those listed above where members of the public are not admitted but where those taking part pay a charge towards the event and where the hope is that the event will make a profit or contribution to charity

All licensable activities will take place indoors, in the Main Hall.

Specifically, regarding the licensable activities listed above;

**a) Performance of Plays**

No plays have been performed in the Hall in recent times, however we hope that in the future we will be able to stage touring plays in partnership with Rural Arts initiatives.

- We would expect that plays would be performed at most two to three times a year, on Thursday, Friday and/or Saturday evenings. Performances would be expected to start at around 19:30 and end by 22:30, the hall would thus be in use for the licensable activity from around 19:00 to 23:00.
- We would expect that child-oriented plays would be performed at most two to three times per year during the day time in school holidays. The times would be likely to be 10:00 to 12:00 or 14:00 to 16:00.

**b) Exhibition of Films**

The Village Cinema Society currently shows a film once a month during the darker half of the year, ie. six films in total.

- We would expect that the most films that would be likely to be shown in a year in the future would be twelve.
- The Village Cinema takes place on Friday evenings between 19:30 and 22:30, thus the hall would be in use for the licensable activity between 19:00 and 23:00.

**c) Live Music**

We expect that during a typical year the Hall may stage a number of live music events, such as chamber ensembles and jazz/concert bands.

- In any one year it is not expected that there will be more than twelve of these
- These will typically take place on Saturday evenings (19:30 to 22:30) or Sunday afternoons (14:00 to 17:00), with the hall thus in use for the licensable activity from 19:00 to 23:00 Saturday or 13:30 to 17:30 Sunday.

**d) Recorded Music**

No events specifically focussed on the playing of recorded music currently take place in the Hall.

- If such events were to take place they would be likely to be on Sunday afternoons (14:00 to 17:00) with the hall in use for the licensable activity from 13:30 to 17:30.
- No more than six such events would be likely to take place in a year.

**e) Activities similar to c), d) and e)**

No such events (eg. poetry reading) currently take place in the Hall, however there may be times that such an event, in partnership with a Rural Arts initiative, may take place.

- We would expect that at most two events would take place in a year, on Saturday evenings (19:30 to 22:30) or Sunday afternoon (14:00 to 17:00). The hall would thus be open for the licensable activity from 19:00 to 23:00 Saturdays or 13:30 to 17:30 Sundays.
- We would expect that child-oriented events would be performed at most two to three times per year during the day time in school holidays. The times would be likely to be 10:00 to 12:00 or 14:00 to 16:00.

**f) Dance Performances**

No dance performance events currently take place in the Hall, however there may be times that such an event, in partnership with a Rural Arts initiative, may take place.

- We would expect that at most two events would take place in a year, on Saturday evenings (19:30 to 22:30) or Sunday afternoon (14:00 to 17:00). The hall would thus be open for the licensable activity from 19:00 to 23:00 Saturdays or 13:30 to 17:30 Sundays.
- We would expect that child-oriented events would be performed at most two to three times per year during the day time in school holidays. The times would be likely to be 10:00 to 12:00 or 14:00 to 16:00.

**g) Provision of Facilities for Making Music**

To-date all music making activities have been arranged by or on behalf of the trustees and so fall under category c) above. However, in the future the hall may be made available for the making of music for public performance.

- If the hall were to be made available for the making of music for public performance there would not be more than six such events in one year.
- It is expected that such an activity would be on Thursday, Friday or Saturday evenings 19:30 to 22:30 or Sunday afternoons 14:00 to 17:00. The Hall would thus be open for the licensable activity from 19:00 to 23:00 evening, or 13:30 to 17:30 Sundays.

**h) Provision of Facilities for Dancing**

The hall will be made available for the purpose of dancing, such as Barn Dances, or very occasionally, discos.

- No more than twelve such events would be likely to take place in any one year.
- These will typically take place on a Saturday evening (19:30 to 23:00), with the hall open for the licensable activity from 19:00 to 22:30

**i) Provision of Facilities for Entertainment similar to Making Music or Dancing**

No such events currently take place but in the future the hall may be made available for such events

- No more than six such events would be likely to take place in any one year.
- These will typically take place on a Saturday evening (19:30 to 23:00), with the hall open for the licensable activity from 19:00 to 22:30

**j) Provision of Facilities for Entertainment similar to the above but where the public are not admitted**

The hall will continue to be made available for such events (eg. local political fund-raisers, local club celebrations).

- No more than twelve such events would be likely to take place in any one year.
- These will typically take place on a Friday or Saturday evening (19:30 to 23:00), with the hall open for the licensable activity from 19:00 to 22:30

Currently in any given year, out of over one thousand activities or events at the Hall there are less than twelve events that are categorised above as licensable activities. We need to satisfy the main aim of the Hall, that of a community amenity, and we do only have the one Main Hall, thus we would not expect the number of licensable events to normally rise above thirty in any one year.

### **Supply of Alcohol**

At certain events (eg. Village Cinema, Fund-Raisers) alcohol will be supplied for consumption on the premises only. This will typically take the form of a glass of wine offered for sale at the interval, though on occasions the sale of alcohol may extend throughout the event.

The designated premises supervisor will be the current Chairman of the Trustees of Slinfold Village Hall;

John Neil Peachey  
Amberley, Hayes Lane  
Slinfold, Horsham  
West Sussex RH13 0SQ  
Tel: 01403 791554  
email: neil.peachey@slinfold.co.uk

### **‘Adult’ Entertainment**

There are not known to be any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children. Specifically regarding films, the policy of the Village Cinema is to show films of general wide appeal, which usually translates to films of ‘PG’ classification or below. If they were ever to show a film classified as being for a restricted age group, a strict door policy combined with local knowledge would be in force. If an unclassified film were ever to be shown, then prior liaison with the local licensing authority would determine the appropriate actions to be taken.

### **Hours of Opening**

The Hall is open to ‘key-holders’ for scheduled community use from 09:00 to 22:30 Monday to Sunday. Licensable activities will occur at times and days which are at the discretion of the management committee. We will exercise common sense to ensure that the use of the hall’s facilities does not conflict with the interests of residents. Normally, those benefiting from the licensable activities will be drawn from only part of the community or they may be ‘outsiders’. Local residents have a right to peace and quiet, so a balance will be sought between the frequency of evening hall bookings that may cause disturbance, and the amount of disturbance that those activities may cause. On those rare occasions when a special celebration involves most of the community, it will be appropriate for the committee to allow use of the hall into the early hours.

Where music is played or where hall users are consuming alcohol from a bar, our standard policy is that the event should stop at 23:30 hours so that the hall is clear by midnight. For an event, such as the ‘Village Cinema’ at which participants are offered a glass of wine during the interval the standard practice will be to have cleared the hall by 23:00 hours.

## **The Steps we will take to promote the licensing objectives**

### **Prevention of Crime and Disorder**

The hall is a charity and a community facility, not a business designed for profit. With a few exceptions responsible figures from the local community are present at any event held in the hall, and at family events, children are supervised by their parents. There is a natural pressure on users of the hall to behave themselves and we are confident that we do not face any major crime and disorder challenges.

We will concentrate on having sensible rules for Hall lettings and ensuring that anyone who supervises the use of the Hall knows what is expected of them and has the backing to step in and sort out any potential problems if they need to. Alcohol can fuel arguments and give rise to anti-social behaviour so we will pay particular attention to discos with bars, particularly if there is some underlying competitive factor, such as sporting rivalry. In general, using licensed door supervisors will not be part of our plans because if we felt that level of security were necessary, we would not be likely to approve the Hall booking in the first place. The approach that we will take is to ensure that there are sufficient people present during functions who are in a position to exercise authority. We will insist that those people remain sober.

### **Public Safety**

We take a single approach to dealing with all of the public safety issues affecting the hall. This umbrella approach also takes into account our licensing responsibilities. A risk-assessed approach is used, so that we can identify potential problems and deal with them effectively. Maintenance of the hall has a key role to play in making sure that the premises are safe, so alongside our risk assessments, we have a set of documented processes and schedules (including several professional inspection and maintenance contracts) for keeping it in good order.

Within this overall approach we have identified that most of the public safety aspects of running our hall relate to the general activities held there. Licensable activities do not create many extra challenges. The main additional safety issues are potential overcrowding, special equipment brought in for events, and the consequences of Hall users consuming alcohol. We have a maximum safe occupancy figure for the Hall and we will make sure that it is not exceeded. The size of the Hall is such that events requiring lighting rigs or scenery would not be practicable, but defective wiring in sound equipment can start by producing smoke and a smell of burning, which can produce panic. We also have to take account of the fact that when users have been drinking, they will be less aware of risks, more prone to tamper with equipment and slower to respond to emergencies. When making our health and safety arrangements and when revising them, we will pay particular attention to those issues. Our top priority is to make sure that everyone gets out of the building quickly and safely, if a dangerous situation arises.

### **The Prevention of Public Nuisance**

Any event that involves live or recorded music has the potential to disturb neighbours but the soundtrack of a film or incidental music to a play is unlikely to be a problem. Live music and discos are the sort of activities that are likely to generate loud volume inside the Hall. Our Hall is nearly 150 years old and was not constructed to contain noise and it would be impractical to provide a very high level of sound-proofing. On hot days it can get very warm inside the building and then people want to open the windows and doors. With our neighbours doing the same, this is the time when the risk of noise nuisance is at its highest.

We will respond with a common sense approach to this problem. If opening doors or windows cannot be avoided we make sure that it is only done on the side of the building which faces away from the nearby houses. Summer is a 'light' season for usage of the Hall for any type of event, but we may decide to suspend all musical events for part of the summer if it ever becomes a problem. Where Hall users go outside for a smoke, sound can escape when the door opens, we will make best use of the lobby to try to prevent this escape of noise. Crowds of people add to the build-up of noise, so we may choose to curb the occupancy limit in the peak of summer so that there is less need for ventilation.

For any use of the Hall there is the possibility that people will cause annoyance by standing around outside talking loudly, or that there will be excessive banging of car doors, or that taxis will sound their horn to announce their arrival. Some events (particularly those where alcohol is consumed) are more likely to create problems. During events at which a disco is part of the activity we might find that the situation is made worse by people standing around outside as well.

By putting up a sign or by making announcements (or both), we will encourage Hall users to be considerate when leaving. Most of the people at an event will want to attend the Hall again in the future for something else so we can bring some pressure to bear if anyone engages in unacceptable behaviour

### **The Protection of Children from Harm**

Where children use the Hall they either do so with their parents (in which case there are no special issues for us) or they attend under the supervision of a youth leader or some other responsible person. Generally, we can rely on the judgement of parents to decide which licensable events in the Hall are appropriate for their children and at what time they should be taken home.

If a film were to be shown that was classified as being for a restricted age group, a strict door policy combined with local knowledge would be in force. If an unclassified film were ever to be shown, then prior liaison with the local licensing authority would determine the appropriate actions to be taken. Beyond these specific controls on the age at which children can see certain films and the age restrictions built into the Licensing Act where alcohol is sold, we will discharge our responsibilities simply by acting as good citizens. We are bound by other legislation to ensure that any adult who looks after children on the premises is a suitable person to do that.