

This risk management questionnaire is for hirers wishing to run activities subject to the Premises Licence issued by South Hams District Council

A hirer organising any event at the hall will be personally responsible for the management of the event, including the safety of attendees and compliance with legislation. The hall has a premises licence which, subject to the conditions of the licence allows the hall to be used for:

- Plays and films,
- Live and recorded music
- The supply of alcohol

It is essential that hirers carefully consider the risks of any event proposed and take steps to manage these risks to acceptable levels. It is the personal responsibility of the hirer to ensure the conditions of the licence are strictly adhered to; failure to do so may be an offence and may result in the licence being restricted or withdrawn for all activities at the Jubilee Hall. The trustees would therefore like to make sure that hirers understand their responsibilities and have adequate plans and resources to comply with legislation and manage risks to the public.

The purpose of this questionnaire is to help hirers focus on some of the risks that may arise in running licenced events at the hall. The hall has public liability insurance covering common risks; this policy is unlikely to indemnify hirers where adequate steps have not been taken to reduce known or common risks.

The headings below are not meant to be exhaustive but may help you identify some of the risks. The trustees will use your replies to consider whether:

- The hall is a suitable venue for the event,
- You will be able to adhere to and enforce the conditions of the licence
- You have adequate plans and resources to manage the event

You can find further information from the documents on the website by [clicking here](#).

Please note that if the trustees agree for you to run your event at the hall, they are not offering any opinion or approval of your plans and will not accept any responsibility for the management of the event. That responsibility will remain entirely yours. You must make your own enquiries, be aware of your legal and regulatory responsibilities and take any advice you need.

To ensure that your event runs smoothly, and is a positive experience for everyone, we require you to consider some common risks associated with running an event in the heart of a residential area. The questionnaire will help us assess whether the Jubilee Hall is the right venue for your event.

Name: ..... Tel: .....  
Address: ..... Email: .....  
.....  
Name of responsible adult (if hirer is not present at event) .....

**1. Information about the event**

Type of event: ..... Date of event: .....  
Start time: .....(inc. setting up) Finish time: ..... (inc. clearing up)  
Is this a public or private event? .....  
Public events must be ticketed. How will tickets be sold? In advance / On door / Both?  
If a public event, how will you advertise your event? .....  
Maximum number of attendees: .....  
Age profile of attendees: Under 16 / Under 18 / 18 and over  
Will licensed security staff be employed? Yes / No If yes, how many?.....  
Have you had experience of running similar events? Yes / No  
If so, please describe: .....  
.....  
Please provide reference if previous hiring was at a Community Hall or similar.....

**2. Supply of alcohol**

Will alcohol be available at the event? Yes / No Will alcohol be sold at the event? Yes / No  
If alcohol is sold, how will you manage this?  
Personal licence  
Jubilee Hall Designated Premises Supervisor (DPS)  
Apply for a Temporary Event Licence (TEN)  
Name of person applying for TEN (if relevant) .....  
How will alcohol sales be managed during the event and by whom? .....

.....  
Will attendees bring their own alcohol, if so, how will you manage this?.....

.....  
How will you manage over consumption of alcohol or deal with it if it arises? .....

.....  
**3. Provision of food**

How will you ensure that any food provided will meet relevant hygiene standards? .....

.....  
**4. What steps will you take to manage safety during the event, prevent public nuisance and minimise disturbance to local residents?**

How will you control the number of attendees?.....

.....  
How will you control entry and exit from the hall, including access to emergency exits? .....

.....  
How will you control noise from event itself? .....

.....  
How will you control noise outside the hall/prevent attendees gathering outside the hall (including in the car-park)? .....

.....  
How will you ensure there is no drug taking in or around the hall? .....

.....  
How will you ensure there is no drug dealing in or around the hall? .....

.....  
How will you encourage attendees to disperse without disturbance after the event? .....

.....  
Who will be responsible for clearing litter outside the hall after the event (including from the car-park)? .....

.....  
How will you ensure parking complies with the hall requirements? .....

.....  
How will you deal with attendees who require medical attention?.....

.....  
How will you provide sufficient competent staff, stewards or volunteers who are aware of their roles and how to deal with problems and emergencies? .....

.....

**Any additional comments:**