

Appendix 2 - Code of Practice Wolfson Hall

1. Title

In all public announcements and advertisements the Hall shall be referred to as the Wolfson Hall, Churchill College.

2. Licenses

The Hall holds:-

- a) a licence for the public performance of plays under the Theatres Act 1968;
- b) a licence to give public Cinematograph exhibitions open to the public except on Sundays, under the Cinematograph Acts 1909 1952;
- c) a licence for public Music Entertainment.
- d) A Premises Licence for the provision of regulated entertainment

Under the terms of these licenses persons deputised by the Cambridgeshire and Isle of Ely County Council have the right of access to the Wolfson Hall during the public performances.

3. Restriction of performances

a) *Performance of Play or other dramatic Entertainment*

The provisions of the Theatre Act 1968 abolished the licensing of plays by the Lord Chamberlain and left these subject to Ordinary Law in relation to obscenity, public order, race relations and other matters. Hirers are therefore required to sign the attached undertaking accepting full responsibility.

b) *Performance of Films*

The licence to show films to the public covers classified films only and applicants must produce written evidence of classifications of films which they wish to show. Application can however be made to the Clerk of the Justices to show an unclassified film. Full particulars of the film and name of film makers will have to be give.

Unclassified films may be shown privately to members of the College and their guests with permission of the College Council.

4. Conditions of Hiring for all public performances

a) *Insurance*

- i) The College do not accept responsibility for any property or articles placed or left on the premises by a hirer, or by any person for the use or purpose of the hirer, or by ant person who is on the premises by the consent of the hirer.
- ii) The hirer shall be solely liable for and shall indemnify Churchill College in respect of any liability, loss, claim or proceedings whatsoever in connection with personal injury to. or damage to the property of, any persons arising out of the hiring of the Wolfson Hall. If any damage is done to the building or floor or fixtures during the use of the premises by the hirer or if any articles owned by the College or other persons to whom the College is responsible are lost, damaged or found to be missing the hirer shall on demand pay full compensation to the College or such other persons for the damage or loss. A refundable deposit of £100 is required prior to any performance or rehearsal taking place.
- iii) The hirer shall not make any modifications to the stage or stage equipment without the permission of the AV Technician or Maintenance Manager.

- iv) The College require all hirers to take out a public liability indemnity with the Sun Alliance and London Insurance Group.

b) *Fire Precautions*

Licenses for public performances are granted by the Licensing Authorities on the following conditions:-

- i) No more than 235 persons (excluding stewards) are in the auditorium.
- ii) No standing permitted.
- iii) No smoking permitted.
- iv) One House Manager and four Stewards conversant with Fire Precautions and Action in the case of emergency. Names to be reported to the Porters Lodge before any performance. The stewards need to be clearly identified with fluorescent armbands (which are available from the Head Porter)

c) *Officials for Performance of Plays and Dramas*

The hirers shall also appoint:- A stage Manager and an Electrician, names to be reported to the Porters Lodge before any performance.

5. Failure to fulfil Conditions of Hire

If any of the conditions of hiring are not fulfilled, the licensee or a representative appointed by him reserves the right to stop a performance or cancel the booking.

6. Certificates

Hirers are required to sign a Certificate accepting the Conditions of hiring.

7. College Staff

The Bursar is the licensee of the Wolfson Hall on behalf of the College Council. Seat L.6 is reserved for their nominee as licensee.

The Conference Office is responsible for the management and booking of the Wolfson Hall.

The AV Technician is responsible for the maintenance of all equipment in the Wolfson Hall and Projection Room.