

## STEWARDING OF DANCES & SOCIAL EVENTS

- Sufficient responsible stewards aged over 21 should be present at suitable location within and outwith the area of the event and at the main door to avoid any person under the influence of alcohol being admitted to the hall. This is to hopefully avoid any vandalism within the hall. The ratio of 1 steward to 50 members of the public should be adhered to as a minimum.
- Any member of the public trying to gain entry under the influence of drink should not be allowed in.
- Unless permission of alcohol to be present is given NO ALCOHOL should be allowed in the hall and stewards must ensure that this is happening. To avoid those present hiding alcohol the cloakrooms should be checked on a regular basis to stop illegal, underage drinking.
- In the event of members of the public loitering and/or displaying anti-social behaviour outside the hall (having either been evicted or not permitted entry) you should contact the Police regarding their removal.
- As lessee, you are responsible for the proper conduct of your event and for leaving the hall in a clean and tidy condition. Please note liquid spillages MUST be cleaned up immediately for safety and to ensure no damage to flooring.
- You should advise the local police of your event and ask for assistance to ensure that members of the public leave the vicinity of the hall as quickly as possible after the close of your event.
- If appropriate you should advise local neighbours of your event and the fact that it is likely to cause a nuisance, assuring them that the nuisance will be kept to a minimum.
- At the end of your booking you should ensure that an announcement is made asking those attending your event to disperse as quickly and quietly as possible from both the hall and the environs of the hall to ensure that the noise nuisance is kept to an absolute minimum for neighbouring residents.
- You should ensure that the noise level from any music is kept to a reasonable level advising the group or DJ/Group accordingly. As a guide the music should not be audible to any degree out with the boundary of the hall.