

## **PORTSMOUTH CATHEDRAL POLICY ON THE HIRING OF ROOMS IN CATHEDRAL HOUSE FOR PRIVATE FUNCTIONS**

1. **General.** Chapter is keen to ensure that the hiring of rooms in Cathedral House for private functions does not create a nuisance or inconvenience to neighbours and does not involve excessive noise. Consequently the following policies will apply:

- a. Potential requests for hire will be vetted by the Cathedral Operations & Planning Group in the normal manner. Rooms will normally be hired to members of the congregation or persons with close connections to the Cathedral
- b. The hire of a room or rooms for a private function or reception will be the subject of a contract between the Cathedral and the individual/organisation seeking to hire the facility.
- c. All private functions will be completed by 9 pm.
- d. Access to Cathedral House will only be by the main entrance and individuals/organisations hiring the facilities will be responsible for providing stewards to control access.

2. **Provision of Alcohol.** Individuals/Organisations hiring facilities will be responsible for the behaviour of their guests. They are to ensure that the provision of alcohol to their guests does not result in excessive consumption or anti-social behaviour. Consequently the following policies will apply:

- a. Individuals/Organisations hiring facilities must provide sufficient staff and stewards to control the supply of alcohol.
- b. The supply of alcohol to any person, who in the opinion of the individual/organisation hiring the facility has consumed too much or is acting in an aggressive or anti-social manner, is to be refused. Guests falling into this category must be escorted from the premises. Binge drinking will not be permitted.
- c. Consumption of alcohol will be restricted to the premises.

3. **Provision of Regulated Entertainment.** Chapter is keen to ensure that such entertainment does not involve excessive noise or inconvenience for neighbours. Consequently the following policies will apply:

- a. The decibel level of live or recorded music is not to exceed 70 decibels.
- b. Any event involving the provision of regulated entertainment will be completed by 9 pm

4. **Smoking.** Smoking is only to take place in the designated smoking area, which is situated opposite Cathedral House in the enclosed area to the West of the North Doors, and NOT in the street outside the Main Entrance to Cathedral House. Smokers are to use the receptacles provided for cigarette butts. If this does not happen and the Cathedral has to clear up discarded cigarette butts, the individual/organisation hiring the facility will be required to pay a surcharge.