

Conditions of Hire

Ipplepen Village Hall — Code of Practice, Conditions of Hire & Sale of Alcohol

Code of Practice

This village hall is an important part of our community. It provides a great meeting place, a place to socialise, hold events, make friends and get fit. It is run by volunteers and sits in the heart of our community.

The village hall volunteers work hard to maintain good relations with its neighbours. We want you to enjoy these facilities and also to respect our simple code of conduct. We ask you to:

- Reduce any noise, especially bass levels of music, as the midnight hour approaches. No music after midnight.
- Please keep the front, main entrance door closed as much as possible — this helps reduce disturbance by keeping noise inside.
- Remember that this is a residential area and not everyone is partying!
- At the end of your party please leave quietly.
- Remember to leave the hall as you would wish to find it: tables and chairs returned in a clean state, and the floor cleaned.

Thank you!

Conditions of Hire

All hirers are required to sign the Booking Request Form declaring that they will adhere to these conditions.

1. Bookings, Deposits and Payments

Bookings are secured by completion of a Booking Request Form, payment of a deposit (£50) and acceptance by the Booking Officer of the Booking Request Form.

Fire safety and licensing conditions limit numbers in the main hall to 120 and to not more than 150 in the premises as a whole.

If an alcohol licence is required, please read the Conditions related to the Sale of Alcohol (below) and complete the licence application/declaration on the reverse of the Booking Request Form. An additional fee will be charged.

If you request full use of the kitchen, please read Annexe 2 (Conditions for use of the Kitchen).

2. Cancellations

Cancellation of the function by the hirer within 28 days of an event will render the hirer liable to a charge of £25.

3. The Rates for Hire

Rates are set annually (normally June). The rate prevailing on the date of the function will be charged. For one-off events, please check with the Booking Officer. Areas available for hire are: main hall (optional kitchen and car park); side hall (optional kitchen and car park); and the main and side hall

together (optional kitchen). The stage area is not fully accessible to wheelchair users and is therefore not included in hire; hirers may use it at their own discretion.

Rates apply per hour, half day or full day, depending on facilities used. Ipplepen residents receive a discount. The period of hire should include all time for setting up and clearing up.

4. Setting Up and Clearing Up

We do not have the resources to set up or clear away after each hirer, and this is reflected in our charges. If you have particular difficulties, please speak to us at the time of booking. All areas used should be left clean, tidy and safe.

Chairs and tables should be stacked neatly at the back and side of the main hall — green chairs no more than 4 high, red chairs no more than 6 high — and tables safely stowed in a table trolley. Furniture moved between halls should be returned. A vacuum cleaner and cleaning materials are in the broom cupboard in the main hall. We charge for any setting-up and clearing-up time.

5. Kitchen

Unless otherwise stated, hire includes use of the kitchen for making drinks. Crockery, cutlery, kettle, dishwasher and water boiler are available for general use. The kitchen can be hired for food preparation and/or cooking if requested on the booking form; facilities include a dual-fuel cooker (6-burner gas hob plus twin electric ovens), microwave and fridge/freezer. Some locked cupboards are for the sole use of regular hirers.

All items should be washed and put away, and worktops and floor cleaned after use. Hygiene is especially important. Please bring your own tea-towels; none are provided. Any additional deposit is refunded if cleaning is satisfactory.

6. Rubbish

Special pedal bins are provided in each hall for safe disposal of waste. Small amounts may be placed in the recycling and land-fill bins outside, but large amounts should be taken away by the hirer. Please separate waste correctly, per the instructions in the kitchen.

7. Service Charge for Utilities (Electricity, Gas & Water)

Each hirer pays a service charge for utilities, based on units of electricity consumed at a rate set by the committee (currently 25p per unit, from March 2019). Record meter readings at the start and end of hire in the meter reading books, even if no electricity was used. Please turn off all lights and appliances when leaving, including the sound system and side hall heaters, and ensure all doors — especially fire doors — are closed.

8. Electricity

Electrical outlets must not be overloaded. Stage lighting and electrics may only be used if agreed with the Booking Officer at the time of hire (IADS are exempt).

9. Gas Heaters

Nothing is to be placed upon the gas heaters' guards. Instructions for the gas heating are in the main hall by the timer.

10. Sound and Vision Systems (including Induction Loop)

The sound system includes an induction loop (for hearing-aid users, with T-switch) and a public address system. The hall also has a projector, large screen and loudspeakers for slide and film shows. All are available to hirers, but instruction is required before use and must be arranged at the time of booking.

11. Telephone

A landline telephone in the entrance lobby is for emergency use only. Outgoing calls can only be made to: 119 (Covid-19 symptoms), 111 (NHS advice), and 999 (emergency calls to Police, Ambulance or Fire Service).

12. Wi-Fi

Free internet access is provided via Wi-Fi. See notice boards for how to access it.

13. Toilets

Toilets are accessed from the entrance lobby, including a unisex disabled toilet. Please dispose of bulky paper items in the bins provided. We reserve the right to charge for blockages caused by disposal via the toilets.

14. Damage

Please do not use tape, drawing pins, staples or glue, nor affix items to the building structure, walls or paintwork. Any damage should be noted in the Accident Report/Comment Book and reported to the Booking Officer. We reserve the right to charge for all damage. Decorations may be tied to ceiling hooks or affixed to woodwork using blu-tack (not on walls). Step ladders are available behind the stage; do not work at height unless a second person is present.

15. Fire Procedures

Candles and other naked flames are not permitted. The hirer and/or their representative should make themselves aware of the hall's Fire Safety Procedures, also displayed on the notice board in the main hall.

16. Car Park

A limited number of parking spaces are available. Please leave disabled spaces clear. When there are concurrent events, users from both may share the car park. The gate is to be locked overnight; the last person leaving an evening booking should close the main gate and lock it, provided no cars remain. Details on accessing the hall and gates are issued once bookings are confirmed.

17. Licence for use of the Hall

The hall has a Premises Licence from Teignbridge District Council defining permitted activities. If your activity requires an additional licence it is your responsibility to obtain it. (a) Entertainment: licensed Mon–Sat 10am–1am and Sun 10am–midnight; main hall seating capacity 120, total premises capacity 150. (b) Plays and Films: licensed for performance. (c) Alcohol: a Premises Licence permits alcohol to be sold for consumption on the premises between noon and midnight only, subject to special conditions and committee permission for each event; a charge applies. Supplying alcohol free of charge for on-premises consumption must be stated on the booking form.

18. Insurance

Our insurance includes: (a) Contents — items belonging to the Village Hall Committee; (b) Public Liability — covering non-profit organisations and individuals using the hall, but excluding commercial hire (commercial hirers must provide proof of their own public liability insurance); (c) Employers Liability — including voluntary workers; (d) Personal Accident — limited to people aged 12 to 80.

19. No Smoking

It is against the law to smoke within the hall, and as hirer you must ensure compliance during your hire. If someone attempts to smoke, draw their attention to the no-smoking signs, explain it is a criminal offence, remind them of the shared responsibility and possible fines, and make an entry in the Comment Book. The front entrance porch is not a permitted smoking area because it is substantially enclosed.

20. Access for the Disabled

(a) Wheelchair access is provided through the main entrance and the side room entrance; the main hall fire exit doors are fully accessible. The rear-of-stage fire exits are for non-wheelchair users on the stage in an emergency. (b) A unisex accessible toilet is available off the main lobby. (c) The sound system includes facilities for hearing-aid users via their T-switch. (d) The stage area is not accessible to wheelchair users and is not available for general hire. (e) All hirers are responsible for familiarising themselves with access procedures, including emergency evacuation.

21. Dogs

No dogs, apart from assistance dogs, are to be brought into the hall. This restriction may sometimes be lifted for special events, pre-arranged with the Bookings Officer.

22. Keys

Hirers are provided with a key for the main entrance door (it also fits the side room, kitchen and main hall doors), available from the Bookings Officer shortly before the event and returned immediately after. Other keys for the sound system and windows are available in the kitchen. Hirers will be charged for lost keys.

23. Accident Report/Comment Book

Please record any accidents, incidents or problems in the Accident Report Book in the kitchen, to make the committee aware of any issues or difficulties. All hirers are required to sign the Booking Request Form declaring that they will adhere to these special conditions.

Conditions for Sale of Alcohol

For alcohol consumed within the premises (i.e. within the village hall), between noon and midnight, the following additional conditions apply:

- Groups and hirers will be required to comply with health and safety legislation.
- All conditions attached to the premises licence are available to view on the notice board in the main hall.
- The sale or provision of alcohol on the hired premises is not permitted except by prior permission of the Hall Committee.
- Where permitted, the hirer will comply fully with the committee's requirements and with the licensing laws, and confirms awareness of the four licensing objectives: (A) prevention of crime and disorder; (B) public safety; (C) prevention of public nuisance; (D) protection of children from harm.
- Alcohol may not be sold for a price less than the permitted price (duty plus VAT).
- The person(s) aged 23 or over authorised by the committee to sell alcohol must be present for the entire duration of the hiring and remain sober. No person under 18 shall sell or supply alcohol on the premises.
- No person under 18 shall be allowed at the bar. The designated person must ensure under-age persons are not served, asking anyone who appears under age for proof (photo, date of birth, and either a holographic mark or ultraviolet feature); if they fail to provide it they should not be served.
- Alcohol must not be sold to any person who is drunk or heavily under the influence of alcohol.
- Customers must be made aware that beer, cider and lager are available in half-pint glasses, spirits in 25ml or 35ml measures and wine in 125ml measures. These measures must be displayed and offered where a customer does not specify a quantity.
- If the committee requires extra door or supervision staff, the hirer is responsible for engaging, at their own expense, the number of SIA-licensed door staff stipulated.
- No items likely to cause damage to floors etc. shall be brought in without necessary precautions to safeguard hall property.
- It is the hirer's duty to ensure users leave the premises and disperse without causing a nuisance to neighbours.
- A member of the committee may visit the premises unannounced to ensure the rules are being observed.
- Should there be serious disorder or breaches of the rules, the committee retains the right to refuse any future application from that person or organisation.
- The sale of alcohol shall cease immediately, irrespective of the time previously agreed, when instructed by the licence holder or their authorised representative.