

Terms and conditions of hire

East Budleigh with Bicton Village Hall

1. The Hirer must be 18 years old or over.
2. All events must cease at midnight, except for New Year's Eve, when events must cease at 1:00 am.
3. Hire does not include exclusive use of the external grounds which are available for public use. The details of any events needing the use of the grounds must be agreed with the Booking Secretary.
4. The payment for the hire of East Budleigh Village Hall must be paid before the event by direct payment to Lloyds Bank account No. 35045863 sort code 30-80-37, if possible adding your name as an 'identifier'. Alternatively, payment may be made by cheque made out to the booking secretary of East Budleigh Village Hall.
5. Twenty-eight clear days should be given in the event of cancellation otherwise the payment will be forfeited.
6. Access can be gained via a key safe; the code will be issued to you during the week prior to your event. Please check with the Booking Secretary..
7. East Budleigh Village Hall holds a Premises Licence, which permits the provision of all 'Licensable Activities' at all times subject to the following conditions: • All doors and windows must be closed whilst internal amplified music is provided and the volume of such music must be controlled so as not to cause undue annoyance to nearby residents (this applies particularly after 10:00 pm) • External amplified music must not be played between 11pm and 9am daily • If the hirer wishes to sell alcohol for consumption on the premises then a TEMPORARY EVENTS NOTICE (TEN) must be obtained from the EAST DEVON DISTRICT COUNCIL.
8. The Hirer shall take all necessary steps to ensure that all persons using East Budleigh Village Hall conduct themselves in such a way so as not to cause a nuisance to other persons or residents and that if arriving by car, due consideration is given to residents and customers of East Budleigh Community Shop when parking.
9. Vehicles and their contents are left in the car park at the owner's risk.
10. The maximum number of people using the Hall during the period of hire must not exceed 100 seated or 150 standing people.
11. No Smoking is permitted in any area of East Budleigh Village Hall. Smoking is permitted in the grounds for which a cigarette bin is provided by the entrance door in order that cigarettes can be extinguished safely. The Hirer is responsible for ensuring that no lighted cigarettes remain.
12. No dogs, except guide dogs, are allowed on the premises.
13. Real Flame must not be used on the premises. This includes the use of night-lights, candles, sparklers or any similar form of illumination.
14. Suitable arrangements must be made by the Hirer, for the evacuation from the building, should the need arise, of all disabled users of the Hall. Sufficient assistance from able-bodied individuals must be provided.
15. The Hirer accepts that the information sheet provided by the Village Hall Trustees, entitled 'Public Safety' forms part of the Terms and Conditions of Hire.
16. No nails or drawing pins etc shall be used to affix posters or decorations to walls, doors, etc. Blu-Tac is acceptable but all traces should be removed immediately before the end of hiring.

17. The Hirer is responsible for leaving East Budleigh Village Hall in the same state of order and cleanliness as they find it. Should it be necessary to have the Hall cleaned, the Hirer shall reimburse the Village Hall Trustees on demand, any charges incurred. All rubbish to be removed away from the Hall by the Hirer.
18. The Hirer shall reimburse the Village Hall Trustees on demand, the cost of making good any damage to East Budleigh Village Hall or its contents and equipment (however arising). Any damage should be reported to a Trustee as soon as possible and noted in the file kept in the kitchen.
19. At the end of the hire period, the Exit Checklist to leave the Hall as found should be followed. Failure to adhere to this checklist may result in an additional charge being levied.
20. The Trustees of East Budleigh Village Hall reserve the right to refuse any booking.
21. East Budleigh Village Hall Trustees do not accept responsibility for any loss, damage or theft of personal belongings howsoever caused.
22. If through circumstances beyond control (e.g. general election, civil emergency, damage to the building) it is necessary to cancel your booking payment will be refunded but the Village Hall will not be liable for any further compensation.

PUBLIC SAFETY

East Budleigh Village Hall operates in accordance with the Terms and Conditions of a Premises Licence together with a Public Liability Insurance Policy.

The HIRER is DEEMED to be “THE RESPONSIBLE PERSON” for the event, activity or function, who has legal duties with regards to the safety and welfare of those persons assisting or attending during the period of hire.

As The Responsible Person you are to ENSURE that the following procedures are adhered to:-

1. No Smoking is permitted inside East Budleigh Village Hall.
2. Fire exits must be kept clear and unobstructed at all times. Every Fire exit must be capable of being opened at all times.
3. Fire Doors must not be secured open.
4. Real Flame must not be used on the premises. This includes the use of night-lights, candles, sparklers or any similar form of illumination.
5. Illuminated ‘EXIT’ signs must not be extinguished or dimmed.
6. In the event of the FIRE ALARM OPERATING the Hirer is responsible for evacuating the building in accordance with the emergency signs on display. A roll call is to be taken at the assembly point as directed. Ensure that no-one re-enters the building.
7. Devon and Somerset Fire & Rescue Service must be called to any outbreak of fire, however slight. Dial 999 (112) Any Committee Member must then be informed as soon as is reasonably practical.
8. The use, breakage or shortage of any of the safety equipment provided must be reported immediately to the Booking Secretary who, depending on severity, will decide if the planned event can still take place.

9. No explosive, toxic, hazardous or highly flammable substances including all types of pyrotechnics and balloons filled with flammable gas shall be permitted on the premises.
10. No portable heating appliance shall be permitted on the premises.
11. The use of strobe and laser lighting will only be permitted on the premises, when full details of its use have been presented to and agreed by the Booking Secretary.
12. When minors are present one or more adults must be in attendance at all times. No children under 12 years of age are allowed in the kitchen unless accompanied by an adult.
13. To comply with Food Hygiene Regulations please observe the food safety precautions displayed in the kitchen.

EXIT CHECK LIST

Rubbish

It is the responsibility of the Hirer to remove all rubbish away from the Village Hall - rubbish bags are available in the kitchen.

Cleaning

Cleaning materials, mop, vacuum cleaner etc, are stored in the cleaners cupboard for your use. Please ensure all floors are clean, if necessary please sweep floors and vacuum the carpets.

Hall

Please ensure: • to sweep the floor using the large blue mop • All chairs and tables are cleaned and put away carefully where they are stored • the windows and doors are securely closed • all the lights are switched off • to remove all rubbish.

Kitchen

Please ensure • anything that has been got out and used is to be cleaned and returned to the clearly labelled cupboards and all windows are closed • the fridge is emptied and clean • the dishwasher is drained • the oven is clean • the tea urn is switched off • the work surfaces are clear and clean • the lights are off • to remove all rubbish.

On Leaving the Building

Please • turn off entrance lobby lights (the toilet lights have automatic switching) • ensure the door key is securely locked in the key safe • remove all rubbish • ensure the Village Hall is secure.

Please leave the Village Hall clean, tidy and as you found it, ready for the next hirer, thank you.