

DEVORAN VILLAGE HALL **INFORMATION FOR HIRERS**

FOOD HYGIENE

Hirers are responsible for ensuring that current food hygiene standards are met at their event.

ALCOHOL

The hall is not licensed for the sale of alcohol. Hirers wishing to sell or otherwise charge for alcohol have to apply for a Temporary Events Notice (TENS) under the 2003 Licensing Act. The hall is limited to 15 TENS per year, please check the current situation with the Booking Secretary when booking. The person holding the license must be present throughout the event and is responsible for any problems arising from the sale of alcohol in the hall.

PUBLIC ENTERTAINMENT LICENSE

To comply with fire regulations and the hall's public entertainment licence, the outer doors to the foyer and those between the kitchen and meeting room must be unlocked during public entertainment events e.g. plays, concerts and sales. This does not apply to private events. All events must finish by the times stated in the Public Entertainment License displayed in the foyer.

ANTISOCIAL BEHAVIOUR

Hirers must insure that at no time their event causes any disturbance, noise or otherwise compromise the hall neighbours or the village environment.

ELECTRICAL EQUIPMENT

All electrical equipment must have evidence of current PAT testing under the village hall's insurance.

SPILLS & CLEANING

Hirers must clean up spills immediately to avoid the risk of slipping by others. If used the 'fridge must be checked for spillages. Cleaning equipment is found in the boiler room.

TABLES & CHAIRS

Must not be used outside the building.

LIGHTS

Hirers must check all lights including the toilets are switched off at the end of their event.

DOORS & KEYS

Hirers must check that all doors are secured and the key is returned to the key safe at the end of their event.

CANDLES

Candles and naked flames are not permitted under the village hall's insurance.

TEA TOWELS

Hirers must provide their own tea towels.

DECORATIVE LIGHTING

Decorative lighting, e.g. fairy lights, are not permitted under the village hall's insurance.

RUBBISH & RECYCLING

Hirers must provide their own black bags and take their rubbish and recycling home for disposal.

REPORTING PROBLEMS

Hirers must report all problems, defects and breakages by email to: dvhbookings@outlook.com.

IN THE EVENT OF A HIRER FAILING TO COMPLY WITH ANY OF THE ABOVE, DEVORAN VILLAGE HALL MANAGEMENT COMMITTEE RESERVE THE RIGHT TO REFUSE FURTHER BOOKINGS FROM THE HIRER.