

DEVORAN VILLAGE HALL

INFORMATION FOR HIRERS

PUBLIC ENTERTAINMENT LICENCE

No music or entertainment is permitted after 11.30pm Monday to Saturday and after 10pm Sunday. To comply with fire regulations and the hall's public entertainment licence, the outer doors to the foyer and that on Quay Road must be unlocked during public entertainment events e.g. plays, concerts and sales. This does not apply to private events.

ANTISOCIAL BEHAVIOUR

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

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 (TEN) under the 2013 Licencing 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 licence must be present throughout the event and is responsible for any problems arising from the sale of alcohol in the hall.

SECURITY

The outside doors to Quay Road should be closed during events and activities. This is to deter the general public from using the toilets and also to protect coats etc. left in the foyer.

NO SMOKING

Devoran Village Hall is a 'No Smoking' venue in line with most public buildings.

ELECTRICAL EQUIPMENT

To comply with the village hall's insurance, all electrical equipment brought into the hall must have evidence of current PAT testing.

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 (adjacent to kitchen).

LIGHTS

Hirers must check **all** lights are switched off at the end of their event (NB: - the toilets lights are controlled automatically).

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.

To close external doors the handles must be pulled upwards first.

FIRE DOORS

All Fire doors must be kept clear at all times and must be unlocked during public performances.

CANDLES

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

DECORATIVE LIGHTING

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

CHILDREN

Children must be supervised at all times.

FOOD HYGIENE

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

TEA TOWELS

Hirers must provide their own tea towels.

GLASSES

We strongly advise the use of plastic; however, if you decide to use glass this will be entirely at your own risk and Devoran Hall Management Committee accept no responsibility for any accident or injury however caused from the use of glass. All broken glass must be cleaned up and removed from the premises.

TABLES & CHAIRS

Tables and chairs must not be used outside the building.

Chairs must be cleaned and dried before storing.

Chairs, when stored, must not be stacked more than 6 high.

Dust covers must be replaced in both the lower hall and store room.

RUBBISH & RECYCLING

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

BABY CHANGER

The baby changer unit must be thoroughly cleaned after use. Please ensure you leave it in a clean and hygienic condition.

BIKES

Bikes must not be leant against the building. Please leave them in the bike rack.

TRAFFIC CONES

Traffic cones, if required, must be arranged in advance and obtained from Feock Parish Council Offices in Market Street, Devoran (01872 863333).

NO ANIMALS OR BIRDS

Only assistance dogs are permitted in the hall. No dogs are allowed in the kitchen for hygiene reasons.

LOST PROPERTY

Will be put in a box in the foyer and kept for 3 months.

REPORTING PROBLEMS

Hirers must report all problems, defects and breakages by email to: dvhbookings@outlook.com or written on the forms in the kitchen.

BY BOOKING YOU FORMALLY ACKNOWLEDGE THAT YOU HAVE READ AND ACCEPTED THE CONDITIONS OF HIRE.

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.