

DEVORAN VILLAGE HALL

INFORMATION FOR HIRERS

- 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 conditions of hire Devoran Village Hall Management Committee reserves the right to refuse further bookings from the hirer
- Devoran Village Hall is run by a volunteer committee and has no caretaker, therefore members will not be available to answer questions on the day of your activity or event.
- Hirers must read 'Information for Hirers' as it contains important information about the Hall and its facilities.
- Please note that information may have changed since the last time you hired the Hall.

PUBLIC ENTERTAINMENT LICENCE

No music or entertainment is permitted after 11.30pm Monday to Saturday and after 10pm Sunday. This is a **legal** condition of Devoran Village Hall's Entertainment Licence. Failure to comply could jeopardise Devoran Village Hall's Entertainment Licence.

HEALTH & SAFETY

Hirers are responsible for the Health & Safety at their event/activity and must not do anything which jeopardizes the Health & Safety of other Hall hirers.

FIRE REGULATIONS

To comply with fire regulations and the hall's public entertainment licence, the outer doors to the foyer and the door on Quay Road must be unlocked during public entertainment events e.g. plays, concerts and sales. This does not apply to private events.

Fire doors and escape routes must be kept clear at all times.

The Hall's capacity numbers are maximums. Each hirer must do their own risk assessment for safe numbers at their event/activity taking into account equipment and cast, crew and caterers etc.

It is the responsibility of the hirer to familiarise themselves with the location of the fire exits, fire extinguishers and fire blanket.

At public performances the location of the fire exits and assembly point must be announced.

HALL CAPACITY

Main Hall: 80-100 seated, depending on the type of event. Hirers must do their own risk assessment taking into account the amount of equipment, number of helpers and artists. The hirer is to discuss this when booking the Hall.

Lower Hall: 30-40 seated.

SAFETY DATA SHEETS

Safety data sheets can be found in a folder on the kitchen window sill. No product should be used without a safety data sheet being present at the time of use.

FIRST AID

A First Aid box is situated on the kitchen window sill.

A defibrillator is situated in the 'telephone box' by the bus stop at the end of the car park.

ANTI-SOCIAL BEHAVIOUR

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

Glass bottles or glasses, if used, must not be taken outside the building.

Wherever possible all exterior doors and windows should be kept closed to avoid noise disturbance.

ALCOHOL

The hall does not have a licensee. 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 property in the foyer.

Door signs are available to indicate that an event/activity is private for both the foyer and Quay Road entrances.

At the end of your event or activity you are responsible for ensuring that all windows and external doors are secure.

NO SMOKING

Devoran Village Hall is a 'No Smoking' venue in line with all 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 and spills kit are found in the boiler room (adjacent to the kitchen).

HALL FLOOR

The use of gaffer tape on the floor is not permitted.

All hirers must ensure the floors are clean and swept before they leave.

Cleaning equipment is found in the boiler room (adjacent to the kitchen).

LIGHTS

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

The exterior lights at the rear of the Hall and at the Lower Hall entrance, in Quay Road, are on dusk to dawn sensors, therefore they must not be switched off.

DOORS & KEYS

Key safes are situated at the rear of the Hall and at the Lower Hall entrance, in Quay Road. The Lower Hall key safe contains a key to the Lower Hall in addition to an exterior door key.

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.

CANDLES

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

DECORATIVE LIGHTING

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

DECORATIONS

Decorations may only be attached to the picture rails in the main and lower halls.

The use of sticky tape, pins and blu tack on the walls, panelling and windows is not permitted.

No decorations etc may be tied to the blinds and their fittings.

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.

Events which sell cooked food to the public should be supervised by a person holding a Level 2 Food Hygiene Certificate.

TEA TOWELS

Hirers must provide their own tea towels.

DISHWASHER

Use of the dishwasher is only permitted if it has been demonstrated to the hirer or they have catering experience and used a similar model before.

GLASSES

We strongly advise the use of plastic glasses for safety reasons. However, if you decide to use glass this will be entirely at your own risk and Devoran Hall Management Committee accepts 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.

Glass bottles or glasses, if used, must not be taken outside the building

TABLES & CHAIRS

Tables and chairs for the main hall are stored in the store room opposite the Lower Hall entrance.

Tables and chairs for the Lower Hall are stored in the Lower Hall.

Tables and chairs must not be used outside the building.

Chairs must be cleaned and dried before storing. Chairs must not be dragged along the floor. A chair trolley is available in the main store room.

The Hall has 30 plastic chairs for hirers to use if they are holding 'messy' events.

CHAIRS, WHEN STORED, MUST NOT BE STACKED MORE THAN 6 HIGH.

TABLES MUST BE PLACED AND SECURED IN THE TABLE TROLLEY AS PER PHOTOS ATTACHED TO THE TROLLEYS.

CHAIR TROLLEY

The trolley for moving chairs has been modified and must only be used to move chairs. The chair trolley must not be used outside the building.

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 that 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 situated to the right of the main entrance.

GREEN TRANSPORT POLICY

Devoran Village Hall green transport policy asks all hirers to consider the local and global environment when visiting the Hall.

Please consider:

1. Walking to the Hall.
2. Cycling to the Hall. A cycle rack is situated to the right of the main entrance.
3. Using public transport. The U1 Truro/Falmouth service stops in the bus slip, approximately 8 minutes walk from the Hall. The 46 service stops at the end of the car park.
4. If driving, consider car sharing.
5. Maximize the limited number of parking space at the Hall. Park neatly and double park. Please be considerate of local residents when parking in the village.

TRAFFIC CONES

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

YELLOW BOX

Access to the rear of the building is required by the surgery and Western Power 24/7. Do not park in or obstruct the yellow box.

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 before disposal.

REPORTING PROBLEMS

Hirers must report all problems, defects and breakages found, using the forms provided in a folder in the kitchen.

HALL EQUIPMENT

Before leaving the Hall please double check that you or your caterer have not inadvertently packed Hall equipment or crockery etc with your own equipment.

EQUIPMENT INSTRUCTIONS

Equipment instructions can be found in a folder on the kitchen window sill.

BLINDS

Blinds should be put up at the end of your session, leaving approximately 6-9" of blind showing at the top.

STAGE

The stage may only be taken down in exceptional circumstances, by special arrangement, for an additional charge. The re-assembly of the stage must be checked by a committee member.

The sections of the stage over the granite bellows block must not be removed under any circumstances.

EVENT PUBLICITY

If your event is open to the public, the hall committee is happy to display a poster, advertise the event on the hall's Facebook page and send it out to their mailing list.

Please put your poster in the Hall's letter box, situated by the Lower Hall entrance, Quay Road.

For Facebook and the Mailing list, please send a JPEG of your poster to dvhposters@outlook.com.

Hirers can get further free publicity by listing their event with Radio Cornwall, Pirate FM, Cornwall 365 What's On and the West Briton's Down Your Way.

Devoran Village Hall Management Committee

January 2018