**YARCOMBE JUBILLEE HALL – CONDITIONS OF HIRE**

Yarcombe Jubilee Hall, Yarcombe, Honiton, Devon, EX14 9AA (Reg Charity No. 301024)

These standard conditions apply to all hiring of Yarcombe Jubilee Hall, hereafter referred to as the Hall.

If you, the Hirer are in any doubt regarding the meaning of the following, please contact the
Hall Secretary (**07966 035370**) or the Caretaker/Booking Clerk (**07498 503316**) by phone, without delay.

The Hirer must be 18 years of age or over and shall, during the period of hire, be present and be responsible for: supervision of the premises, the fabric, the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises, including proper supervision of car parking so as to avoid obstruction of the highway. The Hirer shall make good or pay for all damage, including accidental damage, to the premises, fixtures, fittings, contents or loss of contents.

The Hirer is advised to have a charged mobile phone/ device for the period of hire in case of an emergency.

**Yarcombe Jubilee Hall Premises Licence Number (PLN0044):** The Hirer, on entry to the hall, shall read and acquaint themselves with the conditions of the Premises Licence (copies in green information folder in the main kitchen and on notice board). The Hall should be cleared on time to comply with the Premises Licence and to avoid annoyance to any neighbours. Unless otherwise agreed, setup, clear away and clean-up is to be included within the allocated session. The outside lights should be on when the hall is in use, whenever there is insufficient natural light.

A **maximum of 190 people in total are allowed in the Hall at any one time. This number includes all kitchen and bar staff.** Occupancy figure calculated by Devon & Somerset Fire & Rescue Service it must be adhered to.

**Alcohol Licence** - If an Alcohol Licence is required, it is the Hirer’s responsibility to obtain a Temporary Events Notice (TENS) and inform the Hall Secretary when this has been achieved. Apply online at shorturl.at/glBW2 or <https://eastdevon.gov.uk/licensing/> It is also the Organiser’s responsibility to ensure that appropriate security measures are in place and, where needed, door supervisors must be suitably qualified.

The Hirer:

* shall on entry, familiarise themselves with the Hall equipment and the location of Fire Exits, the Fire Assembly point, fire blanket and extinguishers and first aid box.
* shall on entry, familiarise themselves with the location of fuse boxes and water stop cock displayed on the Hall map (in the Green Information Folder in the Hall kitchen or displayed on the notice board).
* is encouraged to complete a health and safety risk assessment as well as a fire risk assessment.
* shall ensure responsible consumption of alcohol to avoid drunk and disorderly behaviour, which is not permitted in or in the immediate vicinity of the Hall. They will also ensure that no illegal drugs are brought in or onto the Hall premises.
* shall ensure there is no smoking in the Hall. Any smoking outside and in the immediate vicinity is controlled by the Hirer, having regard to pollution and fire risk. Any smoking debris shall be cleared by Hirer.
* shall ensure there are no naked flames on the premises. This excludes candles on a supervised celebration cake, which must be extinguished and disposed of safely.
* shall ensure no decorations erected in or on the Hall premises are of a combustible nature. No flammable substances are brought into or used in any part of the property/ premises.
* shall ensure that nothing is done on or in relation to the premises in contravention of the law, relating to gaming, betting or lotteries.
* agrees that only age appropriate activities for children, young people and other vulnerable adults are delivered and to also take steps to ensure the safeguarding of all children, young people and vulnerable adults. These measures should be implemented in accordance with relevant legislation for the duration of the period of hire.
* shall, if preparing or serving food, observe all relevant food health and hygiene legislation and regulations. Hirers are advised to designate a hand wash only sink in the kitchen suitable for their event.
* must ensure any electrical appliances brought into the Hall are safe and in good working order.
* must ensure that Fire Exits and escape routes are kept free from obstructions during the period of hire.
* must ensure that Safety Notices are adhered to by all those attending.
* must ensure that activities and behaviour do not breach the Hall Premises Licence or Hall Conditions of Hire.

**Motion Picture Licensing Company Umbrella License** – The hall has this to cover the copyright for films or programmes in the hall. It is the responsibility of the Hirer to ensure that the film or programme is covered for copyright by checking that the copyright holder is part of the License by looking on this page - https://www.themplc.co.uk/page/rightsholders

**At the End of the Hiring Period**: The Hirer/function organiser is responsible for leaving the Hall clean and tidy.

**Check List –**

* All used chairs are clean and returned to storeroom (all blue fabric chairs remain in the Hall).
* All used tables are wiped clean, returned to table storage trolleys and then into the storeroom.
* Always sweep the main wooden floor and hoover carpeted areas.
* All equipment and work surfaces used during hire (including cookers, warming ovens, fridge and freezer and kitchen shelves) should be cleaned.
* Used crockery and cutlery needs to be cleaned, dried and returned to storage containers.
* All electrical equipment should be switched off and unplugged – please also empty the electric kettle.
* Following use, the fridge and freezer must be left with the doors propped open.
* Check the dishwasher is also empty and left with the door propped open.
* Used tea towels should be returned clean within 7 days. Used tea towels left in the Hall will be laundered for additional charge of up to £15.
* Rubbish should be separated with all recyclable items placed in the correct recycling container (instructions in the kitchen) kitchen bin emptied, take all recycling to the (top of the car park).
* All taps are turned OFF in the kitchen and toilets
* Switch off all lights – main switches in the small kitchen. Switch for the last hall light is to the left of the main internal door.
* Heating will turn off automatically. Heating instructions are immediately inside the storeroom by the boiler*.*
* Ensure the property has been vacated and no one is left inside.
* Ensure all windows and doors are secure. Lock the main Hall entrance doors and post the key through the letter box in the door.
* Any damages or breakages are to be recorded in the Green Information Folder in the kitchen and reported to the Caretaker/Booking Clerk without delay.
* If conditions are not complied with, at the discretion of the Hall Committee, an extra charge will occur.

No items are to be removed or stored in the Hall without permission from the Hall Management Committee who accepts no responsibility for items brought into, stored within or left at the Hall.

**Cancellations** must be made at least 24 hours in advance. Hirers who fail to inform the Booking Clerk of cancellations in advance or fail to arrive will be charged in full. The Management Committee reserve the right to cancel bookings in the case the premises are required for a Polling Station, exceptional circumstance or deemed unfit for Hire and the Management Committee shall not be liable to the Hirer for any resulting loss whatsoever.

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| I (print name) |  |
| Organisation (if applicable) |  |
| Signature |  | Date |  |

Please return this completed form to the Booking Clerk (07498 503316) or yarcombejubileehall@outlook.com

Yarcombe Jubilee Hall Trustees reserve the right to refuse any request to book the Hall

**The Hall Committee wish to take this opportunity to thank you for respecting these Conditions of Hire**