



# Thurlestone Parish Hall

## Conditions of Hire

(Updated 15.12.25)



### Booking Arrangements

- 1) New bookings, unless they are at very short notice, must be confirmed in writing (by completing the booking form) within two weeks of a provisional booking being made, otherwise the booking will not be held. All bookings (apart from regular users, who will be invoiced at the end of the month) must be paid for prior to the booked date. An access code will not be issued until payment is received, unless other arrangements are made with the Booking Clerk. For regular users, payment is due within 15 days of receipt of invoice.
- 2) For private and commercial bookings, made many months in advance, a 30% deposit is payable at time of booking which will not be refundable in the event of cancellation less than 14 days in advance of the event.
- 3) Applications for hire from anyone under the age of 18 will not be accepted.
- 4) Organisations and businesses who wish to use the hall for activities which include children and adults, must produce a copy of their Safeguarding Policy and evidence that they have relevant checks through the Disclosure and Barring Service (DBS).
- 5) Private hires for parties and regular classes should conform to the TPH Safeguarding Policy at all times.
- 6) Hirers and users should be aware that CCTV is used to monitor the outside and inside public spaces for safety and security purposes. For more information on our use of CCTV please refer to our Privacy and Data Protection Policy.

### Care of the Hall

- 1) The hirer is responsible during the period of hire, for any damage to the hall, its fittings, furniture and any other equipment being the property of the Parish Hall Committee.
- 2) NO SELLOTAPE OR BLUE-TAC OR ANY ADHESIVES TO BE USED ON ANY OF THE SURFACES PLEASE
- 3) The hirer is also responsible for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements and respect of the Right of Way, which runs down the centre of the car park, from the entrance to the pair of gates at the rear.
- 4) Any damage or breakages will be charged for and must be reported to the Hall Booking Clerk as soon as possible. The maximum number of people allowed on the premises is stated on the public entertainment licence on display in the Hall.
- 5) Smoking and vaping is not permitted in any part of the building and the use of drugs (except for medicinal purposes) is strictly prohibited.
- 6) The hirer shall ensure that no animals, except guide dogs, are brought into the building, other than for a special event agreed with the Committee. No animals are to enter the kitchen under any circumstances.

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### Event Preparation and Clean Up

If extra time is required for preparation and clean up after the event then this time must be included as part of the overall hire duration and charged at the standard hiring rate via the book clerk.

It is the responsibility of the hirers to have a general clean up after the event and any rubbish / waste accumulated from the event **MUST BE TAKEN AWAY** from the Parish Hall premises by the hirers for recycling and disposal. Do not use the domestic bins outside the Parish Hall.

### Insurance

- 1) The hirer shall be responsible for making arrangements to insure against any third party claims against him/her (or the organisation, if acting as a representative) whilst using the Hall. (The Hall Committee is insured against any claims arising out of its own negligence)
- 2) For your own safety, we advise that any portable appliances you bring into the Hall for your own use should have a current Portable Appliance Test Certificate.

### Fire - Knowledge and Precautions.

Hirers must take adequate fire precautions, familiarise themselves with the locations and types of firefighting equipment and locations of exits before commencing activities.

All hall users must make sure all escape routes are checked, clear and fully functional before any activities commence. Less able persons should familiarise themselves as to which emergency exits are suitable for their specific requirements.

**In the event of fire immediately leave the building by the nearest exit.**

1. **CALL 999 AND REPORT THE FIRE AND LOCATION IMMEDIATELY**  
**THURLESTONE PARISH HALL, MAIN STREET, THURLESTONE, DEVON, TQ7 3LY**
  - Use your mobile phone if available
  - If you don't have a mobile phone, immediately seek external help from a passer-by or go to the closest house that is in residence to request a 999 call.
2. **After phoning the emergency services, you will find a short list of the parish hall key holders and contact phone numbers to call in the event of emergencies on the outside entrance wall.**  
**\*\*Take note of these for any PH issues as well as fire.\*\***

**Do not attempt to tackle a major fire or take personal risk.**

### Safety in Mind

- 1) At the back of the hall there are two doors leading to a large equipment store room. Much of this equipment is heavy and has to be treated with care and safety in mind when taken out or put back in to the store room. It is imperative that children under the age of 16 do not enter this room.

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- 2) Thurlestone Parish Hall cannot be held responsible for any injuries that may be incurred whilst using the Hall, whether hirers are using their own equipment, or equipment supplied by the Hall.
- 3) All hirers must act at all times, in accordance with the Thurlestone Parish Hall Health and Safety Policy, which can be found on the website.

### Licences

The Hall is licensed until 11.30 pm. for music, singing, dancing and drama but it is a requirement of hire that the hirer familiarises him/herself with the conditions of hire stated on the public entertainment licence on display in the Hall.

If the hirer wishes to sell alcohol on the Hall premises, he/she must apply in advance for a TENS (TEMPORARY EVENTS NOTICE) occasional licence from SOUTH HAMS DISTRICT COUNCIL the District Licensing Officer.

The Hall Committee also hold a Performing Rights Society licence for the public performance of copyright music and plays but it is the responsibility of the hirer to comply with any other necessary licensing appropriate for the activity for which the Hall has been hired and to make arrangements for such licences to be issued such as:

- a Phonographic licence is needed if you intend to use sound recordings in public
- a Cinematographic licence is required for a public showing of a film or video
- a Gaming or Lotteries Act licence may be required and appropriate royalties may be payable for the performance of plays or musicals.

### Code of Practice

- 1) This Parish Hall is an important part of our community. It provides a great facility for meeting, socialising, holding events, making friends and keeping fit.
- 2) It's run by volunteers and it sits in the heart of our community. The Parish Hall volunteers work hard to maintain good relations with its surrounding neighbours. We want you to enjoy these facilities to the full but also to respect surrounding neighbours by our simple code of practice.
- 3) During events with amplified music by groups and discos we ask you to make efforts to minimise projecting noise, with special attention to sensible bass levels of music.
- 4) Please remember this is a residential area and not everybody is partying around you.
- 5) The Parish Hall has a very effective air handling system, so please try to keep the hall windows and fire doors shut to stop noise projection if at all possible. We understand there are times when it is hot, that this can be difficult.
- 6) At the end of your event and if it's late, please leave quietly.
- 7) Please leave the Parish Hall clean and tidy, as you found it, so the next users can enjoy these facilities too.

Thank you and enjoy your time in Thurlestone Parish Hall!