

# Thurlestone Parish Hall

## Conditions of Hire (Rev. Update 28-02-20)



### Booking Arrangements

Advance bookings must be confirmed in writing (by completing the booking form) within two weeks of a provisional booking being arranged, otherwise the booking will not be held. Bookings not taken up will be charged for unless at least one month's notice of cancellation is agreed with the Booking Clerk.

Normally the hire fee is payable at time of booking, unless there is another agreement with the Booking Clerk. For private and commercial bookings, made many months in advance, a deposit is payable at time of booking which will not be refundable in the event of cancellation less than one month in advance of the event.

### Care of the Hall

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.

**NO SELLOTAPE OR BLUE-TAC OR ANY ADHESIVES TO BE USED ON ANY OF THE SURFACES PLEASE**

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.

Applications for hire from anyone under the age of 18 must be supported by an adult sponsor. 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.

Smoking is not permitted in any part of the building and the use of drugs (except for medicinal purposes) is strictly prohibited.

The hirer shall ensure that no animals (including birds), except guide dogs, are brought into the building, other than for a special event agreed with the Committee. No animals whatsoever are to enter the kitchen under any circumstances

### 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

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)

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.

**Any Issues call - Booking Clerk  
Diane Martin - 01548 560070 (ONLY Mon – Sat 9:30am to 5:30pm please)**

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### Financial Retainer

**A financial retainer will be required on weddings and other selected large events as stated in Hall Charges. The main reason is in case of hall damage and importantly the clear up after the event.**

#### **The financial retainer will only be returned if:**

- No major damage to the Parish Hall or elements missing from the Parish Hall
- ALL tables and chairs are returned to their storage areas as defined.
- ALL items brought to the event are taken away.
- ALL waste products, food, packaging etc. are taken away and NOT placed in the Parish Hall general waste bins inside or outside the building.
- Sweeping the hall floor and cleaning spillages and general clearing up of the each area used, so they are in a good state for the next users.  
(We are not expecting a thorough cleaning process)

### 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 to which emergency exits are suitable for their specific requirements.

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

- **Call 999 and report the fire and its location immediately.**
- **Location** = Thurlestone Parish Hall, Main Street, Near Kingsbridge, Devon, TQ7 3LY
- **If you don't have a mobile the only Phone Box is 100 yards away.**
  - **Location** = Turn right out of the hall car park onto main street, past the school on the left and on the corner of the next turning left, Post Office Lane
- **Please also call Diane Martin – 01548 560070**

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

### Safety in Mind

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. The hall committee cannot be held responsible for any injuries that may be incurred.

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### **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 an occasional licence from 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 appropriate royalties may be payable for the performance of plays or musicals.

### **Code of Practice**

This Parish Hall is an important part of our community. It provides a great facility for meeting, socialising, hold events, make friends and get fit.

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.

Events with amplified music by groups and discos we ask you to make efforts to minimise projecting noise, especially attention to sensible base levels of music.

Please remember this is a residential area and not everybody is partying around you. The Parish Hall has full air conditioning 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, this can be difficult.

At the end of your event and if it's late, please leave quietly.

Please leave the Parish Hall clean and tidy, as you found it, so the next users can enjoy these facilities too.

Thank you!

Enjoy your time in Thurlestone Parish Hall!

**Any Issues call - Booking Clerk  
Diane Martin - 01548 560070 (ONLY Mon – Sat 9:30am to 5:30pm please)**