

Cornworthy Village Hall - CONDITIONS of HIRE

THE HIRER(S) WILL BE RESPONSIBLE FOR COMPLIANCE WITH THE FOLLOWING:

1. Hirer(s) to be aged 21 or over. At least one signatory to these conditions to be present in the Hall for the duration of hire.
2. Maximum number of persons on the premises at any one time not to exceed 100, or 70 seated.
3. Hall hire hours:

Monday to Friday	8.00am to Midnight
Saturday	8.00am to 11.45pm
Sunday	8.00am to 10.30pm

Extensions to these times to be obtained by the Hirer(s) from South Hams District Council.
4. The hirer is not covered by the Hall's public liability insurance unless all the following conditions are met:
 - they are working for the benefit of the community, either social or financial
 - they do not make or intend to make a profit
 - they are not carrying out excluded activities, (*a list of excluded activities is attached*)
 - they are not covered by their own public liability insurance.
5. If hired for Public Entertainment a copy of the Premises licence to be obtained from the Booking Secretary and all conditions to be strictly adhered to.
6. Smoking & vaping are not permitted anywhere on the premises.
7. Sale of Alcohol not permitted unless a licence is obtained from relevant licensing authorities.
8. Refundable Loss/Damage/Cleaning deposit (if charged) to be paid at least 2 weeks before hire date. Deposit may be forfeit in the case of loss, damage, breakages, or cleaning costs incurred as a result of the hall being left in an unsatisfactory state.
Hirer(s) to be liable for any loss, damage or breakages.
9. The invoiced amount will be as stated by the pricelist of Cornworthy Village Hall.
The hirer will be billed in full for the event, or hours, requested at the time of booking.
The bookings secretary should be informed of any variation as soon as possible, and at the latest by the date of the booked event.
10. Electric cards are sold by the Hall on a sale-or-return basis, and will be billed with other charges. (Cards are required to top up the electric meter. They are not required for lighting).
11. The Hall committee accepts no liability for any loss or damage to personal property.
12. The attached **Guidance Notes**, and **Exclusions** form part of these **Conditions of Hire**.

I / we, the Hirer(s), have read understood and agree to comply with the conditions above as a condition of using Cornworthy Village Hall.

Hirer(s)

Date Organisation

RETURN SIGNED COPY to Cornworthy Village Hall, c/o High Walls, Cornworthy, TOTNES, TQ9 7ES

Cornworthy Village Hall - GUIDANCE NOTES

- In order to comply with **Fire Regulations**, ensure **both** external doors are unlocked, and after dusk, lights are **on**, in **both** entrance halls.
- **Firedoors** should be shut throughout the event and should not be propped open except when moving equipment through them.
- The **Fire Alarm** is situated in the front entrance hall. See instructions posted next to the control box.
- **Access** to the Farm gate adjacent to the Hall to be kept clear at all times.
- **Accident & Emergency**
1st Aid is kept in the marked cupboard in the kitchen.
Inform **Emergency Services** immediately
Your location is **TQ9 7ES**
What3Words location: **parts.saddens.causes**
There is a public access **Defibrillator** outside on the front wall of the Hall, in a cardiac emergency phone **999**, and then inform VETS for assistance on **01803 501019**.
- **Electricity** - Electric cards are required to top up the electric meter for all electric use other than lighting. The card meter is in the cupboard in the main Hall by the main entrance. Ensure the meter is kept topped up or your event will be interrupted, this is especially important for the dishwasher.
Keep electric cards away from magnetic sources (eg mobiles, microwaves, speakers) as the magnetic strip may become corrupted, and they won't work.
- **Tables & chairs** are in the storeroom, accessed by a key in the keysafe in the kitchen.
- **Heating**
The Hall Heaters can get hot. Don't put anything near them (eg decorations).
To operate, follow instructions next to the heating controls (above the electric cupboard).
There are heaters in the Meeting Room and toilets.
- The **Dishwasher** is an industrial washer that only takes a few minutes per cycle. Please read the laminated instructions carefully. Ensure there is sufficient electric on the meter. Switch is under the sink. It takes approx. 30 mins to warm up before first wash.
When finished - run '**drain**' cycle. Please turn off & wedge open when leaving.
- **Water Heater** switch is on kitchen wall under left wall cupboard.
- **Leaving checklist:**
 - **Dishwasher** 'Drain' cycle to be completed, leave door ajar, switch off.
 - **Fridge** - empty & clean, leave door ajar, switch off.
 - **Clean** the kitchen, washing-up to be completed and equipment put away.
 - **Return** Chairs, tables etc to the storeroom, and replace key in keysafe.
 - **Rubbish** – if possible, please take recyclable materials away with you for recycling.
 - **Switch off checklist:**

Kitchen	·cooker ·water heater ·dishwasher ·fridge
Meeting room & toilets	·heaters & lights
Hall	·heating controls & lights
Entrance halls	·lights

don't forget any other appliances that have been used
 - **Check** that inside and outside the hall are left clean and tidy.
 - **Close & secure** windows & external doors.
 - **Turn off lights** - don't forget the loo lights
- Please leave the Hall quietly.

Exclusions

Relevant Insurance Exclusions relating to Events Activities and Exhibitions in Cornworthy Village Hall

- duration longer than 48 hours
- organised by a separate third-party event organiser/company.
- Events that involve:
 - (a) weapons
 - (b) passenger carrying amusement devices
 - (c) animal rides of any kind
 - (d) ballooning or aerial activities including parachuting, paragliding or parascending
 - (e) go-karting, quad biking or motor sports
 - (f) bungee jumping or abseiling
 - (g) professional sport teams or persons
 - (h) individual exhibitions valued at over £250,000
 - (i) racing or time trials other than on foot
 - (j) activity involving watercraft
 - (k) firework displays or bonfires
 - (l) bouncy castles and other inflatable devices
 - for Bodily Injury to any person taking part in
 - (a) contact sports (including martial arts)
 - (b) jousting competitions
 - (c) 'It's a knockout' type competitions
 - (d) 'Donkey Derby' races.