



WHITFORD ROAD  
KILMINGTON DEVON  
EX13 7RF

## HALL HIRING CONDITIONS

### **HALL OFFICERS**

Chairman: Mrs D.Church (01297 32417)  
Bookings Secretary: Mrs C.Lavender(01297 34922)  
Treasurer: Mrs P Horwood (01297 34633)  
Administrative Secretary: Mrs S Newbery (01297 34326)

Caretakers: Mr T Chattaway Mrs B Woodsford  
(01297 625750) (01297 33777)

**Keys can be obtained from Hurford Stores during opening hours  
(01297 33203)**

At other times - from the Bookings Secretary or  
Mrs P Horwood at "Blue Haze" (Bungalow opposite St Giles Church).

### **HIRING CONDITIONS - THE LICENCE**

The person booking the hall (HIRER) is nominated as the licensee and is responsible for maintaining the conditions of the licence in respect of the management of the function and Fire Precautions.

### **Management:**

The Hall Management Committee will ensure that the Hall is in good state prior to hiring. The HIRER will leave the Hall in the same state as it was prior to hiring.

It is the responsibility of the HIRER to ensure that:

- They are in attendance during the whole period the hall is open to the public;
- The condition of the building and activities at the premises do not endanger those present;
- The use of the premises does not cause disturbance to nearby residents and passers-by;
- That everyone leaves as quietly as possible;
- The volume of amplified sound is under control;
- All parts of the premises shall have sufficient lighting to enable adequate supervision.

The licence permits 140 seated people to attend "Theatre Production" and 200 for other "Public Entertainment"

All functions must finish PROMPTLY to allow for cleaning up by **midnight**.

**Visitors are requested to leave quietly from the car park area giving due consideration to the neighbourhood.**

### **Sale and Consumption of Alcohol**

Where alcohol is to be sold, arrangements need to be made through the Booking's Secretary who will advise on the necessary action to be taken. The HIRER shall be the nominated licensee and have obtained, at least 24 hours before the event, a signed authorisation from the **Personal Licence holder**. **Please note that the sale of alcohol cannot be made to a person under the age of 18.**

**Alcohol sales must end at least 30 minutes before the end of the session.**

### **Fire Precautions:**

The licensee must be familiar with the fire routine for the premises and means of calling the fire services.

The licensee shall, before admittance of the public:

- check that every door is unlocked and will easily open fully from the inside;
- check that each internal route leading to the exit doors and each external route leading from the exit doors to the assembly point is unobstructed and safe to use:

### **Fire Extinguishers:**

These are marked as ▼ on the plan and situated as follows:

Kitchen - 1 fire blanket and 1 dry powder extinguisher  
Main Hall - 1 extinguisher inside to left as you enter  
              - 1 extinguisher right of the far double emergency exit doors  
Stage - 1 extinguisher - stage left  
Upstairs - 1 extinguisher on landing

**In an emergency, the assembly point is in the  
MAIN CAR PARK near the CHURCHYARD WALL.**

**The HIRER must have access to a mobile phone at all times in case of emergencies.**

### **Fire Alarm Procedure:**

If smoke or fire is detected anywhere in the building press the white panel on any of the **RED CALLPOINTS** which are situated by the Fire Exit doors, and marked © on the plan. This will raise the alarm, and sounders will be heard in the main hall, kitchen, storerooms, the stage, and Cudmore Room; strobe lights will flash in the toilet areas; also the Public Address system will cut out.

The HIRER is responsible for evacuating the building giving first priority to any disabled persons, and making sure that all occupants make their way through the nearest Fire Exit to the Assembly Area in the Main Car Park near the churchyard wall. Then account for all the occupants at their function.

In the event of a fire in the Hall the HIRER should call 999 immediately.

One of the Hall Committee members should have already been contacted on the automatic telephone system and will attend the incident.

**Unless persons are trained in the use of fire fighting equipment and are competent in its use they should NOT attempt to engage in fire fighting.**

We must stress that the Fire Alarm will be in operation at all times therefore we cannot allow any activity which involves smoke of any kind as this will activate the alarm.

### **Disabled Persons:**

The ground floor layout of our hall is suitably designed to allow easy access for Disabled Persons.

The supervision of Disabled Persons must be the first priority of the HIRER during the hire period, and their evacuation in the event of an emergency.

**Disabled Toilet:** Alert Alarm, if the red cord in the Disabled toilet area is pulled a sounder will be heard, and the red light in the foyer above the toilet door will come on. Pressing either of the reset buttons on the right-hand wall inside the toilet area resets the system.

### **Emergency Lighting**

Will users of the hall please note that it is a condition of our licence that emergency lighting, illuminated exit signs, and exterior car park lights are switched on during the whole of any public function if there is insufficient daylight.

The switches for these are:

**Emergency lighting switches**, identified by red stickers, and marked **e** on the plan, and are located as follows:-

1. Inside front door to right as you enter— light in foyer.
2. Inside main hall to right as you enter—emergency exit lights in main hall.
3. On the left entering stage from foyer stairs—lights on stage and outside.
4. Outside upper committee room—light at top of stairs.
5. Inside upper committee room—light inside committee room

**Please remember to turn them OFF when the hall is vacated.**

**The Exterior Car Park lighting switch** is located, and marked, on the left just inside the Caretaker's cupboard. When switched off you have a timed 3minute delay in order to lock the main door and get to your car in the car park.

For a one off use of the **exterior car park lighting:**  
PUT THE SWITCH ON AND **IMMEDIATELY** TURN IT OFF  
for the same 3 minute delay.

**Please ensure the Exterior Carpark lights are switched off –**  
they use a vast amount of electricity.

There are 2 sensor spot lights on the walls either side of the front entrance which are activated by movement when it is dark

**- DO NOT TRY TO TURN THESE OFF! -**

### **NOTES FOR ALL HALL USERS**

#### **Smoking:**

##### **SMOKING in the Village Hall is Prohibited.**

Smoking is only permitted outside under the front canopy. Please ensure that cigarette ends are placed in the containers provided. At the end of your function, please make sure that the outside floor is clean.

#### **The Acoustic Wall Covering:**

The walls of the Hall have been specially soundproofed with absorbent cladding. Please do not use Sellotape, Blu-tak or the like to attach things to the walls. Very fine map pins can be used in the cladding with care.

#### **First Aid Box:**

This can be found in the kitchen under the far window. All accidents should be recorded in the logbook located in the kitchen.

#### **Heating:**

To save on electricity, heating is supplied by the hour. Please leave all individual heater switches ON and control the overall heating from the master switches, which are in the Caretaker's cupboard.

For Hall, Foyer or Committee Room, press the appropriate [+1] hour button. These zones are thermostatically controlled, but if the room becomes too warm pressing the appropriate button a second time will turn the heating off. For additional heating, repeat the above sequence.

#### **Hearing Loop System and Amplification:**

Please contact Mrs B Woodsford (Caretaker) if you wish to use the amplification or hearing aid loop system. Large meetings are advised to use it. Please switch amplifier unit **OFF** after use.

#### **Kitchen:**

There is an electric oven, and microwave for reheating food, and a chiller cabinet for keeping food cold. Please ensure that these are switched OFF at the end of your function, and the chiller door is left open. A fridge is also available but please do not switch it off as it is in continuous use.

Chopping Boards **MUST** be used for food production.

**China & Glasses** are supplied for general use and are stored in the cupboards. **Cutlery** is stored under the sink in containers.

When using the dish/glass washers please follow the user instructions.

Please leave the machines empty, drained, clean and the door ajar.

Contact Mrs B Woodsford (Caretaker) for advice if necessary.

Please ensure that all glasses, china and cutlery are clean and returned to their respective cupboards.

**DO NOT USE ABRASIVE CLEANERS** on the stainless steel surfaces. They should be wiped clean and dried off.

#### **Hot Water:**

Hot water for drinks is available from the fitted unit by the sink. This will require switching on at the start of the session and fills automatically.

Please **switch off** at the end.

When a larger quantity of hot water is needed, there is a storage tank with two electric immersion heaters. The switches are on the bar end wall of the kitchen, above the shelf.

Left hand switch for: medium quantity of water

Right hand switch for: very large quantity of water

**PLEASE REMEMBER TO SWITCH THEM OFF**

**Water Consumption:**

Our water consumption is charged on a meter. Use what is needed, but **PLEASE DO NOT WASTE.**

**The Hall:**

**Piano** is regularly tuned and has an internal heating element to prevent dampness. **This must be kept switched on at all times** except when in use.

**Chairs** (100) are stored in the rear storeroom. **Please help to keep this room tidy.**

51 Orange / Brown chairs are stored on the right hand side of the stage.

**All Folding Tables** are stored under the stage:

13 Medium on RHS / 12 Small in the Centre / 10 Large on the LHS

Please wipe clean after use and stack them face down on the trolleys.

**Rubbish:**

**All rubbish MUST BE TAKEN AWAY from the hall after each function.**

**Housekeeping:**

Brushes, dustpan, vacuum etc. are in the Caretaker's cupboard by the Ladies' cloakroom. A large stepladder is in the back storeroom.

**Floor:**

Please help to keep the floor in good condition by clearing up any spillages immediately and removing any marks and litter. Please avoid dragging tables and chairs across the floor.

**Maintenance:**

Please record all breakages, damage and defects in the log book in the kitchen.

**Window and glass door breakages must be reported to the Chairperson**

**AS SOON AS POSSIBLE TO MAINTAIN SECURITY**

**Electricity:**

Please be as careful with lights and heating as you would at home.

**Our electricity bill averages £40 per week throughout the year**

Our electric space heating is on time switches and thermostats and there are frost prevention thermostats and heaters to safeguard the water supply to the kitchen and toilets in winter. (You will see a red light by the heaters in winter). Please do not switch them off - they are thermostatically controlled.

At the end of your function, please ensure that all **WATER HEATERS** have been **switched off** in the kitchen, all **LIGHTS** have been switched off; all **WINDOWS** and **DOORS** are closed and locked, especially the exterior doors

The Caretaker is employed on a part time basis and is **not** responsible for cleaning up after an event. However, if requested by the Hirer, they are willing to do so by private arrangement and should be paid directly by the Hirer.

Hirers leaving equipment in the hall do so at their own risk.

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The size of our Main Hall is, width 7.9mtr/26ft, length 14.9mtr/49ft.

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**Please use the following checklist:  
to ensure the premises are as you found them, and are ready for the next Hirer.**

**THE HALL BELONGS TO THE VILLAGE - PLEASE LOOK AFTER IT.**

You should aim to:

**LEAVE THE HALL AS YOU WOULD WISH TO FIND IT.**

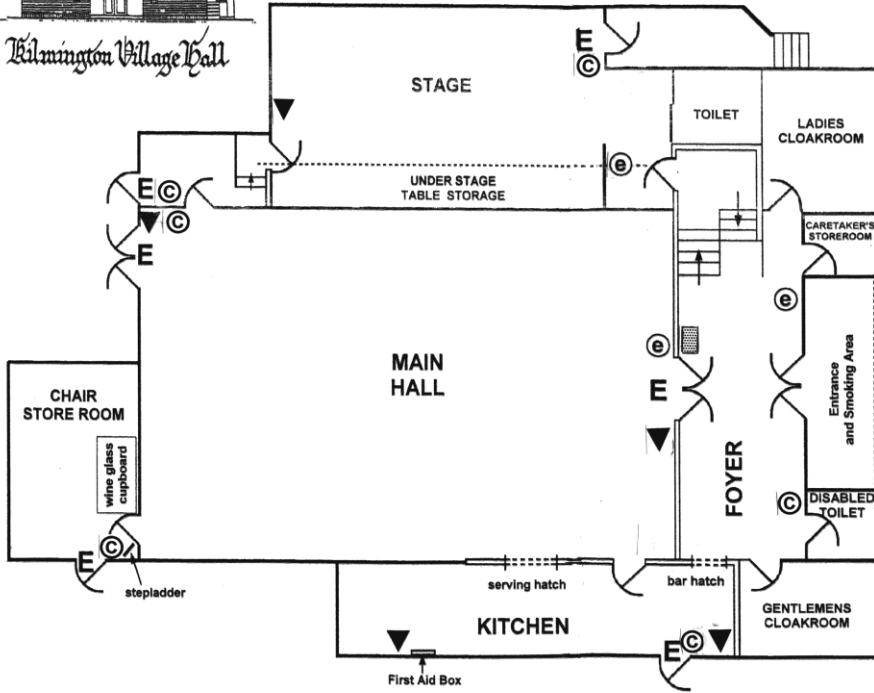
**Thank you for your cooperation**





**Mrs D Church  
Chairman**

**HIRING CONDITIONS UPDATED OCTOBER 2011  
Registered Charity No. 291939**

	<b><u>AT THE END OF YOUR FUNCTION</u></b> <b><u>Please use this check list on leaving the premises</u></b>	<b>CHECKED ?</b>
1	Chairs and Tables are stacked away in the appropriate storage areas according to the plans.	
2	<b>All rubbish</b> (incl. Sacks, boxes, bottles, paper, decorations) is cleared from the Hall, Stage, Cloakrooms, and Foyer and <b>REMOVED FROM THE PREMISES</b> . (There may be a booking for the following morning or within a very short time after your booking.)	
3	The floor(s) have been swept and wiped if sticky.	
4	The foyer carpet has been vacuumed.	
5	The front outside canopy floor is clean.	
6	The heater controls in the Caretaker's cupboard are switched off.	
7	Accidental damage <b>MUST</b> be entered in the LOGBOOK and reported to the Booking Secretary as soon as possible after your event.	
8	<b>KITCHEN:</b> All china, glasses and cutlery are clean and returned to their respective cupboards. <b>ALL WATER HEATERS: are switched off</b> - the kitchen left clean and tidy. Dishwasher & Glasswashers are drained and doors left open. The chiller cabinet is switched off and door left ajar.	
9	All <b>WINDOWS</b> and <b>DOORS</b> (including Fire Doors) are closed and locked where appropriate.	
10	All <b>HOUSE LIGHTS</b> have been switched off: Store Room, Stage, Kitchen, Cloakrooms (inc Stage & Disabled), Cudmore Room & Main Hall.	
11	All <b>EMERGENCY LIGHTS</b> have been switched off.	
12	The <b>EXTERIOR CAR PARK LIGHT</b> is switched off (on the left in Caretaker's cupboard).	
13	Lastly Foyer lights are switched off and <b>MAIN DOOR</b> locked by <b>TURNING THE KEY</b> .	
14	Key returned to Hurford's or Blue Haze unless otherwise arranged.	

# Kilmington Village Hall Floor Plan



-  FIRE ALARM CONTROL UNIT
-  FIRE ALARM CALLPOINT
-  FIRE EXTINGUISHER or BLANKET
-  EMERGENCY EXITS
-  EMERGENCY LIGHTING SWITCHES

