



## *Kilmington Village Hall*

**WHITFORD ROAD  
KILMINGTON DEVON  
EX13 7RF**

**Registered Charity No. 291939**

# **HALL HIRING CONDITIONS**

### **HALL OFFICERS**

**Chairperson:** **Dr J Chapman (01297 35159)**  
jachapman16@btinternet.com

**Booking Secretary:** **Mrs L Quincey (01297 32358)**  
kilmingtonvillagehallbookings@gmail.com

**Treasurer:** **Mrs P Horwood (01297 34633)**  
kilmingtonvillagehallenquiries@gmail.com

**Administrative Secretary:** **Mrs S Newbery (01297 34326)**

Keys can be obtained from the Booking Secretary or Mrs P Horwood at "Blue Haze" (Bungalow opposite St Giles' Church).

**HIRING CONDITIONS UPDATED OCTOBER 2019**

## **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". Maximum number of persons permitted on the premises at one time must not exceed 200.

All functions must finish PROMPTLY to allow for clearing 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 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.**

### **Our Hirers' Public Liability Cover**

is available to view on the noticeboard in the Hall Kitchen, or a copy can be supplied from the Booking Secretary.

It can also be viewed on the Norris & Fisher website at

[www.villagehallinsurance.co.uk/hirer-docs](http://www.villagehallinsurance.co.uk/hirer-docs)

Choose Hirers' Summary of Cover

or

Hirers' Public Liability Extension Endorsement.

**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 Co2 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.

**The use of firefighting equipment should only be made if the safe evacuation of the public is at risk. The person using the equipment should not put themselves in danger.**

**Fire Alarm:** we must stress that the Fire Alarm will be in operation at **all times** therefore we cannot allow any activity which involves smoke, mist or vapour of **ANY** kind (including candles and indoor fireworks) 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**

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 3 minute 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 CAR PARK LIGHTS ARE SWITCHED OFF**  
when you leave – to avoid wasting electricity.

There are 2 sensor spot lights on the walls either side of the main 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 wall file.

### 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:

Access to the Amplifier Cupboard is only by request on booking. Please arrange with the Booking Secretary if you wish to use the amplification or hearing aid loop system. Large meetings are advised to use it. Please make sure the amplifier unit is switched OFF after use.

### Kitchen:

There is an electric cooker, warming cupboard, and microwave for food preparation, 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 preparation.

**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 which are in the wall file.

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

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

**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 boiler unit by the sink. This will require switching on at the start of the session and fills automatically.

Please **switch off** at the end of your session.

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:**

**Chairs:** 100 Red chairs are stored in the rear storeroom, for indoor use only.

Approx 45 Brown / Brown chairs are stored on the right hand side of the stage.

**Please help to keep these rooms tidy.**

**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.

**Main Hall Floor:**

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

**Maintenance:**

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

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

**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 £45 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.

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

**Hirers are liable for the full cost of the repair to any damage caused during their Hire Period.**

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

The overall size of the stage area is width 8.2mtr/27ft, depth 5.2mtr/17ft.

The performance size of the stage area is width 4mtr/13ft, depth 5.5mtr/15ft

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**Please use the enclosed checklist to ensure the premises are left 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 co-operation  
On behalf of the Village Hall Management Committee**

**Dr Judith Chapman  
Chairperson**

**PRIVACY POLICY**

*In line with the General Data Protection Regulation please be aware that we hold the personal details of those booking our facilities on a secure password protected computer for as long as necessary until the booking/s and payment are completed. If you wish to view our Privacy Policy or withdraw any information please contact us on:-*

*[kilmingtonvillagehallbookings@gmail.com](mailto:kilmingtonvillagehallbookings@gmail.com)*

*Kilmington Village Hall Management Trustee Committee*

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

East Devon District Council  
 Knowle  
 Sidmouth  
 Devon  
 EX10 8HL  
 DX 48705 Sidmouth  
 Tel: 01395 516551  
 Fax: 01395 517507



## Licensing Act 2003 Premises Licence

# PLWA0492

### THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES continued -

Activity (and Area if applicable)	Description	Time From	Time To	
F. Playing of recorded music (Indoors)	Monday to Friday	10:30am	1:00am	
	Saturday	10:30am	Midnight	
	Sunday	8:00am	10:30pm	
	New Year's Eve-Except Sundays and from the end of permitted hours on New Years Eve until the start of permitted hours on New Years Day	10:30am	Midnight	
	New Year's Eve-On a Sunday and from the end of permitted hours on New Years Eve until the start of permitted hours on New Years Day	8:00am	10:30pm	
	G. Performance of dance (Indoors)	Monday to Friday	10:30am	1:00am
G. Performance of dance (Indoors)	Saturday	10:30am	Midnight	
	Sunday	8:00am	10:30pm	
	New Year's Eve-Except Sundays and from the end of permitted hours on New Years Eve until the start of permitted hours on New Years Day	10:30am	Midnight	
	New Year's Eve-On a Sunday and from the end of permitted hours on New Years Eve until the start of permitted hours on New Years Day	8:00am	10:30pm	
	J. Supply of alcohol for consumption ON the premises only	Monday to Friday	10:30am	Midnight
		Saturday	10:30am	11:30pm
Sunday		10:30am	8:40pm	
New Year's Eve		10:30am	Midnight	

### THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
Monday to Friday	10:30am	1:00am
Saturday	10:30am	Midnight
Sunday	8:00am	10:30pm
New Year's Eve-Except Sundays and from the end of permitted hours on New Years Eve until the start of permitted hours on New Years Day	10:30am	Midnight
New Year's Eve-On a Sunday and from the end of permitted hours on New Years Eve until the start of permitted hours on New Years Day	8:00am	10:30pm

### WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

- J. Supply of alcohol for consumption ON the premises only



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## Licensing Act 2003 Premises Licence

# PLWA0492

East Devon District Council has granted this Premises Licence in accordance with the Licensing Act 2003. The licence authorises the identified premises to accommodate the licensable activities set out in the document and the plan deposited with and approved by the Licensing Authority. Where the sale of alcohol is authorised as a licensable activity the licence identifies the Designated Premises Supervisor.

### Part 1 - Premises Details

#### POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDINANCE SURVEY MAP REFERENCE OR DESCRIPTION

### Kilmington Village Hall

Whitford Road, Kilmington, AXMINSTER, Devon, EX13 7RF.

#### WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

#### LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- a performance of a play
- an exhibition of a film
- a performance of live music
- any playing of recorded music
- a performance of dance
- the supply of alcohol

#### THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
A. Performance of a play (Indoors)	Monday to Friday	10:30am	1:00am
	Saturday	10:30am	Midnight
	Sunday	8:00am	10:30pm
B. Exhibition of films (Indoors)	Monday to Friday	10:30am	1:00am
	Saturday	10:30am	Midnight
	Sunday	8:00am	10:30pm
E. Performance of live music (Indoors)	Monday to Friday	10:30am	1:00am
	Saturday	10:30am	Midnight
	Sunday	8:00am	10:30pm
	New Year's Eve-Except Sundays and from the end of permitted hours on New Years Eve until the start of permitted hours on New Years Day	10:30am	Midnight
	New Year's Eve-On a Sunday and from the end of permitted hours on New Years Eve until the start of permitted hours on New Years Day.	8:00am	10:30pm



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Licensing Act 2003  
**Premises Licence Summary**

**PLWA0492**

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

Kilmington Village Hall Management Trustee Committee

291939

NAME OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

SALE & SUPPLY OF ALCOHOL AUTHORISED BY THE MANAGEMENT COMMITTEE

STATE WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OR PROHIBITED

Henry Gordon Lennox

Strategic Lead - Legal, Licensing and Democratic Services



