

**UPLYME VILLAGE HALL
CONDITIONS OF HIRE AND RULES**

1 Booking Arrangements i The management committee reserves to itself the right to refuse to hire the hall to anyone at its absolute discretion. ii No person under the age of 21 is allowed to hire the hall. iii Private parties for the 13-21 year age group may not be held in the hall except by special permission of the management committee. iii The fees and deposits are charged at the rates and payable according to the schedule of charges. iv The 'SUPPLY OF ALCOHOL' form must be completed and signed by the hirer.

2 Cancellation i If the hirer wishes to cancel the booking before the date of the event and the committee is unable to conclude a replacement booking, the full hire charge remains payable. This may be reduced at the discretion of the committee. ii The committee reserves the right to cancel a hiring in the event of the hall being required for use as a polling station for a parliamentary or local government election, in which case the hirer shall be entitled to a refund of any monies paid for the hire. iii In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the committee shall not be liable to the hirer for any resulting loss or damage whatsoever except the hirer shall be entitled to a refund of any monies paid for the hire.

3 Safety i The hirer shall be responsible for the carrying out of all emergency procedures. In particular, the hirer must ensure that there is always a responsible person present during the hire period who is fully conversant with fire alarms, emergency exits and all safety procedures and who will supervise the safe evacuation of the hall in any emergency. All external doors are fire exits and the main key opens the main door only, all other external doors can be opened from the inside without a key, hirers will need to exit safely to the designated area, the main car park. Care must be taken to ensure no emergency exits are blocked.

4 Care of Premises i In the event of a hirer finding anything broken on arrival at the hall, it must be immediately notified to the hall manager or the hirer will be held responsible. ii The hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care and safety from damage however slight. iii No drawing pins, adhesives or any similar fixings may be used to attach anything to the premises. iv The hirer shall pay the cost of repair of any damage done to any part of the property or contents which may occur during the period of the hiring or as a result of the hiring. v At the end of the hiring the hirer shall ensure the premises and surrounds are left clean and tidy, properly locked and secured with any items which were removed from the usual positions replaced, otherwise the committee shall be at liberty to make an additional charge.

5 Use of the premises

- i All hiring's should end at the latest by 1.00am (Saturdays midnight).
 - ii Attendance of any entertainment is limited to 300 people (unseated), except for any theatre production or a seated function which is limited to 150 people.
 - iii The hirer will, during the period of the hiring, be responsible for the behaviour of all persons using the premises. iv The hirer will, during the period of the hiring, be responsible for the proper supervision of car-parking arrangements and ensure the highway and vehicle access to King George V playing field are not obstructed. (The King George V playing field is the landing site for Devon Air Ambulance helicopters).
 - v The hirer shall not allow the premises to be used for any unlawful purpose nor do anything or bring onto the premises anything which may endanger them.
 - vi The hirer shall not allow the sale or consumption of alcoholic liquor thereon without permission from the management committee. **Any voluntary contribution, donation etc. towards supply of any alcohol by law is deemed a sale.** If permission is granted, alcohol can only be served from the bar. The bar must be booked at any event where alcohol is available. vii **No animals except guide and assistance dogs are allowed in the hall. Prior notification required.**
 - viii No posters or advertisements are to be displayed inside or outside the hall without the permission of the management committee.
 - ix No items may be left in the hall except during the period of hire except by permission of the management committee and in places they specify. In no case may any foodstuffs be stored in the hall. x Articles left in the hall are left at owner's risk, and the management committee accept no responsibility for the loss or damage thereto. xi Smoking is not allowed inside the building at any time. xii Hay or straw bales are not allowed inside the building. xiii Fireworks may not be brought onto Hall premises and Hall grounds may not be used to set off fireworks. No fires are allowed within the hall grounds, **candles may not be used.**
- If the hirer is in any doubt as to the meaning of the above, please contact the hall manager.*