

Aylesbeare Village Hall



Hirer's Handbook

Address: Village Way, Aylesbeare, EX5 2FF

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Telephone: 01392 703772

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Registered Charity No 300752

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Introduction

Thank you for choosing Aylesbeare Village Hall for your event. This handbook provides detailed information to help you plan your event, and is your guide to ensure that you have all the details needed to make your event a great success on the day. It aims to answer as many questions as possible to help you plan your event, however please get in touch if there is anything else we can help with.

Even if you are very familiar with the Hall some things may have changed since your last hire, and you are very welcome to book a visit before the date of your event or we can arrange for our Bookings Secretary to meet on the day of your hire. We are continually improving and upgrading our facilities.

We hope you enjoy using our hall.

Please contact the Booking Secretary if you have any questions (contact details on the front cover).

Your Booking

Making a Booking

You can enquire about making a booking by calling or emailing us (contact details on the front cover).

The Booking Secretary will confirm if your preferred date/time is available and will reserve that slot for you. The Booking Secretary will then send you a Hiring Agreement to sign. Payment must be received to secure the booking.

Your Event Timings

Half an hour is included free of charge either side of your event, to set up and clear away. For example, if you book the Hall from 2 to 4 pm, you can arrive at 1:30 pm and leave at 4:30 pm.

We do require you to keep to the times you have booked. It may be possible to book additional time to allow for setting-up and clearing-down. Please check with the Booking Secretary.

Changing Your Booking

Please contact us to change your booking. For booking changes, you will receive an acknowledgement with a revised Hiring Agreement.

Cancelling Your Booking

If you need to cancel your booking, please contact the Booking Secretary as soon as possible, via email to aylesbearevillagehallbookings@gmail.com. You will receive an acknowledgement. Refunds are usually given as follows:

- Over 8 weeks prior to event: Full refund
- 5 – 8 weeks prior to event: 50% refund
- 2 – 4 weeks prior to event: 25% refund
- Less than 2 weeks: no refund

Requirements of Using the Hall

You must only use the premises for the purpose detailed in the Hiring Agreement and not for any purpose which is unlawful.

You must only use the rooms you have booked plus the common areas for the times specified.

Please note that we do not allow:

- Any event in the Main Hall that is likely to cause damage to the wooden floor. For example, dance groups using heavy footwear and events involving animals.
- Use of the outdoor area after 10 pm.
- DOGS. No dogs are allowed on the premises, apart from guide dogs, hearing dogs, and assistance dogs.

The following are the requirements of our licence and must be adhered to:

- No more than 156 persons, including catering, bar, etc. shall be present in the Hall at any one time.
- In accordance with the Public Entertainment Licence (found on the notice board in the Hall) the Hall must be vacated by 01:00 hours, Monday to Friday and midnight (24:00 hours) on Saturday. Music must finish 15 minutes before the deadline, to allow guests to leave on time.

Facility	Activity	Times for which the activity is licensed	
Whole Premises	a. The performance of live music (indoors)	Monday to Friday	11:00 - 01:00
		Saturday	11:00 - 00:00
		New Year's Eve	11:00 - 00:00 and from the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day
Whole Premises	b. The playing of recorded music (indoors)	Monday to Friday	11:00 - 01:00
		Saturday	11:00 - 00:00
		New Year's Eve	11:00 - 00:00 and from the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day
Whole Premises	c. The performance of dance (indoors)	Monday to Friday	11:00 - 01:00
		Saturday	11:00 - 00:00
		New Year's Eve	11:00 - 00:00 and from the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day
Whole Premises	d. Entertainments similar to those in a - c	Monday to Friday	11:00 - 01:00
		Saturday	11:00 - 00:00
		New Year's Eve	11:00 - 00:00 and from the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day

In addition:

- The Hirer must be a responsible person of 21 years or over, who will be present during the entire period of the hire. The Hirer is nominated as the person in charge of the hall.
- There must be at least one other responsible person of 21 years or over, who will be present during the period of hire.
- The Hirer and other nominated responsible persons must not be engaged in any other duties which will hinder the prompt discharge of their duties in the event of an Emergency.

- If the Hirer cannot be present, he or she must nominate a responsible person to take on their duties and must provide Aylesbeare Village Hall with their contact details.

Hirer's Responsibilities

The Hirer's responsibilities include:

o Health & Safety of you and your guests or attendees:

- The Hirer should familiarise themselves with the Health & Safety arrangements including the location of fire exits, fire extinguishers and first aid box (please see the Floor Plan on page 14 for locations). A public safety announcement should be made at the beginning of any public event.
- Make sure all doorways and emergency exits are kept clear.
- Anyone wishing to enter the old storage shed in the Hall grounds does so at their own risk, NO ENTRY is permitted after dark.

o Behaviour:

- The Hirer is responsible for the orderly conduct of events at the Hall.

o Noise:

- The Hirer is responsible for ensuring that noise does not exceed reasonable levels. Aylesbeare Village Hall's current policy is that no live amplified sound is permitted after midnight. Music levels should be reduced after 11pm and windows closed. Evening events must close promptly by the deadlines stated above.
- The Hirer may use the outside grass areas and the car park, but is responsible for ensuring that potentially disruptive activities, such as ball games, are kept away from the boundary with Scotchmead and Oakmead.

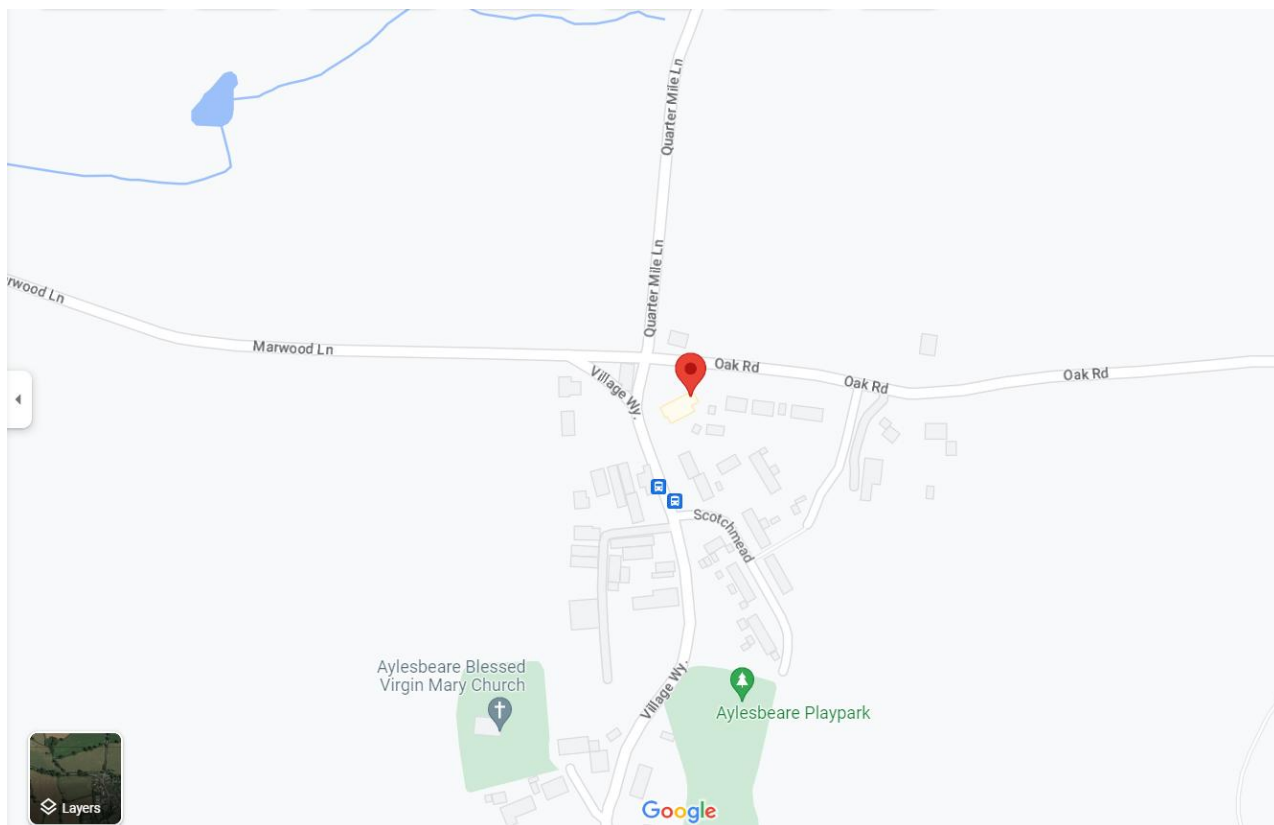
o Care of premises:

- Decorations must not be fixed to any part of the building that could cause damage when removed. Hooks are provided around the Main Hall for decorations. Drawing pins and staples must NOT be used. Blue tac is allowed. All decorations must be of non-flammable material. If you intend to use the overhead heaters, decorations must NOT be positioned close to the heaters. Decorations must be removed at the end of the hire.
- At the end of the event the Hirer is required to leave the Hall as they found it, clean and tidy with all rubbish removed. Furniture and equipment should be returned to their original places.
- The building should be left locked and secure with all lights switched off and internal doors closed.
- The key should be returned immediately to the key safe.
- The Hirer will be responsible for any damage caused to the property or contents and will pay for any repair and cleaning as necessary.

How to Find the Hall

POSTCODE: EX5 2FF

WHAT 3 WORDS: flirts.give.spectacle



By car: From the A30, to the east of Exeter, take the exit marked “Exeter Airport” (B3184). Go past the airport, over the A30, and follow signs for Aylesbeare. On entering the village, the Hall will be easily seen on the right.

Coming from Exeter on the A3052 (Exeter-Sidmouth road), look out for a petrol station on your right. About 100m past the petrol station is a narrow lane (Harp Lane) on the left sign-posted for Aylesbeare. Turn left here and follow Harp Lane to a crossroad, where you will turn left into Village Way. Go down the hill through the village, past the pub on your left, and up the hill, where the hall will be easily seen just past Scotchmead on your right.

Please note that all lanes to the village have narrow sections where passing can be difficult with large vehicles.

Car Parking

The parking area is not marked out but about 15 cars can be parked. Some on-road parking is available in the village.

Very large vehicles such as large coaches cannot access the car park due to the gated entrance.

Vehicles and their contents are parked at the owners own risk.

Accessing the Hall on Arrival

There is a key safe box beside the Kitchen Door. The code for the key box will be sent to you once proof of payment is received.

Once in the building, the main front doors can be unbolted from the inside.

Using the Hall

We ask that you take special care of our Hall during your hire. In particular we request that:

- You leave it as you find it. Cleaning materials are located in the cupboard under the sink in the kitchen.
- Please do not roll or drag heavy items over the Main Hall wooden floor.
- Please wipe up any spills.
- If you are putting up decorations, to avoid damage please use blue tac. No drawing pins, please.
- We ask that hirers are mindful of our close neighbours late at night. Loud live music should finish by 11pm and we ask that from 11pm any music is played at a reasonable volume. If it's a late finish, please ensure everyone leaves quietly, in consideration of local residents.
- Please do not arrive before your booking time or leave late. We use the time between bookings to carry out maintenance and cleaning.
- At the end of your hire, please use our handy "Checkout Checklist" (see Appendix 1) to ensure everything is left as it should be.

Lights

Porch Lighting and Car Park Lighting

We have porch lights that you can switch on for the people's safety in the dark. The car park does not have lighting.

Inside Lighting

The light switches for the main hall are located to the left of the main doors.

Heating

- The system is automatically pre-scheduled.
- Please do not adjust the temperature or adjust the controls on the electric storage heaters.
- The overhead infrared heaters are coin-operated and take £1 and £2 coins. These can be operated individually using the control panel in the entrance porch. The infrared heaters work by reflecting body heat, so don't switch them on until guests arrive. Please check that there are no decorations, etc, close to the heaters before switching them on.

Hot Water

There are 3 water heaters in the hall:

1. Under the sink in the kitchen, providing hot water to the kitchen tap.
2. Wall-mounted beside the kitchen door, providing boiling water. Instructions are on the wall beside the heater.
3. In the disabled toilet, for wash handbasins in the toilet wing.

Please switch off all water heaters after use.

WiFi

The WiFi router is in the main hall, next to the main cupboard.

The network name and password are provided beside the router.

Audiovisual Equipment

- Instructions are provided in the main hall next to the WiFi router.

Cleaning Materials

- General cleaning materials are in the cupboard under the sink in the kitchen. In the kitchen we provide washing-up liquid, surface cleaners, j-cloths, bin bags and caddy bags and tea towels.
- Brooms, etc for sweeping the floors are kept in the kitchen and in the cupboard behind the stage on the left.

Damages and Breakages

Accidents happen. Please let the Booking Secretary know if anything is damaged or broken during your hire, or if you notice something is not working as you would expect.

Licencing

- The Hall is licenced for public performances of various types.
- We hold a Performing Rights/PPL licence to cover playing music at events and this is included in the hire charge.
- The Hall does not have a license for the sale of alcohol. **If you're organising a temporary event and want to sell alcohol, you'll need to complete a temporary event notice (TEN). For more information, see [Temporary Events Notice \(England and Wales\) - GOV.UK](#).** This must be agreed by the Hall trustees at the time of booking and a copy of the TEN licence must be sent to the Booking Secretary before the event.

Insurance

The Hall has buildings and contents insurance and Public Liability insurance up to £10 million.

Our insurance does not cover hirers' own liability to guests or participants in a public event, and does not cover any equipment or goods a hirer brings into the Hall. The only exception to this is that the Hall does hold a hirers' £2m public liability extension that applies only when the following criteria are met:

- No insurance is held elsewhere,
- The event is non-commercial,
- No excluded activities are carried out,
- The activity provides a benefit to the local community.

Please ask for details.

We do not accept any liability for loss or damage to property brought into the hall, or for any loss or damage to vehicles left in our car park.

The following events require additional insurance cover to be arranged by the hirer: bouncy castles, use of gym equipment, and face painting. Please ask us for details.

Health and Safety

As the hirer you are responsible for the health, safety and welfare of all those who attend your event and you need to conduct your own Risk Assessment.

Providing Food at the Hall

If you are providing food and refreshments you, the hirer, are responsible to ensure that this is done safely and that those involved in food preparation and handling have the appropriate knowledge or qualification. Online courses are available for example, Level 2 Award in Food Safety in Catering. We particularly draw your attention to:

- Minimum requirements for the reheating of food prepared off site (time and temperature) to avoid any risk of food poisoning.
- Cross contamination issues.
- Allergens and food intolerances and the requirement to notify all guests or attendee of allergens.
- Personal hygiene.

Barbecues

No BBQs are allowed inside the village hall building.

BBQs are allowed outside but must be sited at least 5 metres away from the building.

If you wish to use a BBQ within the grounds of the village hall then you must:

- Notify the Booking Secretary when making the booking.
- Complete a written risk assessment.
- Familiarise yourself with where fire suppression equipment is located within the hall.
- Check that the BBQ is properly and fully extinguished after use.
- Remove all waste from site at the close of the hire period (Do not put waste into the Village Hall waste/recycling bins).

Providing Alcohol at the Hall

If you are providing alcohol at your event, you, as the hirer, are responsible for ensuring that:

- You, the hirer, have obtained and provided the Temporary Event Notice (TEN) if you intend to sell alcohol. For information, see [Temporary Events Notice \(England and Wales\) - GOV.UK](#). **NO ALCOHOL CAN BE SOLD ON THE PREMISES, WITHOUT OBTAINING A TEN LICENCE.**
- Alcohol is managed by a responsible person.
- No under-age drinking is permitted. If anyone appears to be under 18 they should be asked to prove their age by showing age verification ID for their date of birth to be verified (Cards bearing the PASS hologram, photocard Driving Licence, Passport)
- No over-consumption of alcohol should be allowed for health and public nuisance reasons.
- You must display your prices and the weights and measures of your servings.

Safeguarding

You, the Hirer, are responsible for all safeguarding measures for the period of your hire to ensure that all young people and vulnerable adults are protected.

Groups which serve the under 3s, 3 - 5 and 5 - 11 age groups should follow the Ofsted guidelines for levels of supervision. <https://www.gov.uk/government/publications/ofsted-safeguarding-policy>

First Aid

First aid kits are provided in the kitchen: Please record any incident on the record sheet in the Accident Folder which is kept with the first aid kits. Please notify the Booking Secretary of any incident and if you have used any first aid supplies.

A defibrillator is located on the outside wall of the Villa Verde Nightjar, Village Way, Aylesbeare, EX5 2BX. Call 999 and follow the instructions of the operator.

Fire Safety

The Hall has:

- Fire exit signs which are automatically illuminated from 08:30 until 00:30.
- Escape routes (shown in yellow), please note some of the escape routes have steps

Fire extinguishers are located throughout the premises. They should only ever be used if safe to do so. Note: Do not use foam on an electrical fire. CO₂ extinguishers are provided for that purpose.

The fire assembly point is located opposite the village hall, next to the Aylesbeare/Marsh Green crossroads signs.

We continually monitor our Fire Safety. Our fire extinguishers are professionally maintained. We carry out routine checks to ensure there is no combustible storage in any public area and that there are no obvious fire hazards in or around the building.

The following are NOT ALLOWED in the hall:

- Smoking
- Candles
- Pyrotechnics
- Smoke machines
- Haze machines

In Case of Emergency

Before the event, you should allocate key roles in case of emergency. You should decide if you or someone else will:

- **If the smoke alarm sounds:**
 - manage the safe evacuation of everyone, including those especially at risk, such as contractors, those with disabilities and children to the fire assembly point
 - account for the safety and whereabouts of all those attending, taking a roll call if necessary and ensure those with special needs and children are cared for
- **If a fire is seen:**
 - raise the alarm
 - call the Fire Service, dial 999
 - meet the Fire Service on arrival and notify them of anyone unaccounted for and any other known risks
- **If there is a medical emergency:**
 - be responsible for first aid
 - call an ambulance if there is a medical emergency
 - fetch the defibrillator from outside the Villa Verde Nightjar (EX5 2BX)

Before admission of the public, you must:

- walk the internal and external escape routes to ensure that they are unobstructed and corridor lights are on.

- check all exit doors are unlocked.

If exit signs are not illuminated or you see any obstruction to exit routes or anything that could be a fire hazard please contact our Bookings Secretary immediately.

At the start of your event you must inform your attendees of:

- the location of exits, escape routes and the fire assembly point.
- the need to account for all attendees at the assembly point.

During the event or function you should ensure that:

- escape routes and exits do not become blocked.
 - no naked flames are allowed (including candles). Dry ice or smoke machines are not permitted.
- rooms do not become overcrowded; maximum numbers are detailed in the 'Requirements' section above.
- noise levels must not be such that they might drown out the fire alarm.

At the end of your event you should:

- Follow our Checkout Checklist (Appendix 1).

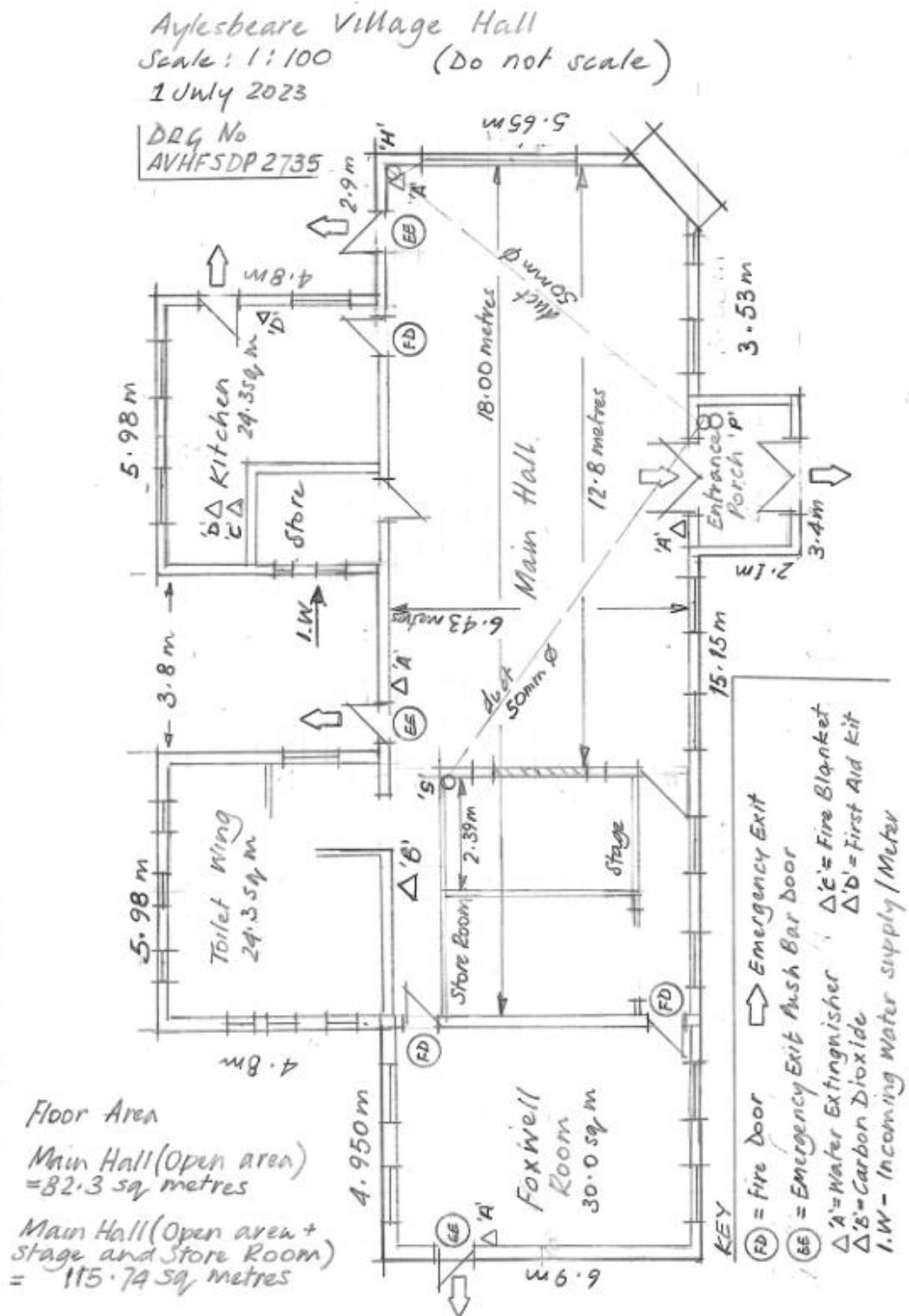
Our Policies

The following policies are available on request or on our website:

- Safeguarding Policy
- Health and Safety Policy
- Complaints Policy and Procedure
- Data Protection Policy
- Fire Safety Plan

Our Building and Equipment

Floor Plan



Room Specifications and Equipment

	Main Hall	Foxwell Room
Room Dimensions	18.00 x 6.43 metres	6.90 x 4.95 metres
WiFi	Yes	Yes
Audiovisual Facilities	Ceiling Mounted Projector Pull down screen	None
Lighting	LED Lighting	LED Lighting
Flooring	Wooden Floor	Carpet
Wheelchair Access	Yes	Yes

Tables and Chairs

Tables	Stored in the Main Hall Cupboard 10 Large (1825 x 765 mm; 72" x 30") 10 Small (919 x 765 mm; 35" x 30") Stored in the Outdoor Wooden Shed (available on request)* 3 Small (910 x 765 mm; 35" x 30")
Chairs	Stored in the Main Hall Cupboard 68 Plastic Chairs Foxwell Room 28 Plastic Chairs Stored in the Outdoor Wooden Shed (available on request)* 50 Chairs TOTAL CHAIRS AVAILABLE: 146

* The tables and chairs stored in the outdoor wooden shed are available on request. Please let the Booking Secretary know if you require these tables and chairs.

Kitchen Equipment

Below is a list of the equipment available for use when you hire our Kitchen. We provide washing-up liquid, washing-up cloths, tea towels, food waste bags and bin bags. Please note that we DO NOT PROVIDE: cooking pans and baking trays, corkscrews, tablecloths or napkins.

Kitchen (24.3 m²)	Equipment	Crockery/Cutlery/ Glassware
	Refrigerator Domestic hob/cooker Sink Urn Kettles Wall-mounted Water Boiler	Minimum of 80 large plates, side plates, dessert bowls, cups and saucers. 30 Mugs Teapots and jugs Minimum of 80 knives, forks, dessert spoons, teaspoons

Toilet Facilities

Male Toilets	Toilet cubicle, urinal, hand basin
Female Toilets	Two toilet cubicles, two hand basins
Disabled Toilet	Toilet, hand basin, baby changing table

Outdoor Facilities

Car Park	Capacity for 15 cars
Outdoors	Grassed Area

Other Equipment Stored at the Hall

Some of the regular Hall user groups store their equipment at the Hall. This equipment is not for general use and is not included in your hire.

Other Information about our Hall

Confetti

- Bio-degradable confetti may be used inside and out. Metallic or non-biodegradable confetti may not be used.

Emergency Contacts

- If you need to contact us during your hire, please call the Booking Secretary.

Ladder

- A stepladder is available in the storage cupboard behind the stage. Please follow the safety instructions on the side of the ladder before use.

Lost Property

- Any found items will be kept for 28 days.

Appendix 1 – Checkout Checklist

Toilets

- ☐ Check that toilets have been flushed
- ☐ Close and lock the windows
- ☐ Turn off the lights

Foxwell Room

- ☐ Wipe down tables
- ☐ Stack 18 chairs in a corner
- ☐ Put any other furniture away in the store cupboard
- ☐ Remove any decorations
- ☐ Vacuum the floor if necessary
- ☐ Leave the room looking clean and presentable
- ☐ Close and lock the windows
- ☐ Ensure the fire exit is shut
- ☐ Turn off the lights

Main Hall

- ☐ Wipe down tables and chairs
- ☐ Return chairs and tables to the cupboard and make sure they are stacked safely according to the plan on the back of the cupboard door
- ☐ Remove any decorations
- ☐ Sweep the floor
- ☐ Close and lock the windows and lock both double doors
- ☐ Ensure the fire exits are shut
- ☐ Leave the internet and night storage heaters on
- ☐ Turn off all lights by the main entrance (emergency lights will remain on)

Kitchen

- ☐ Check that taps have been switched off
- ☐ If cutlery was used please wash and place back in box to be put away
- ☐ If towels and wash cloths are used please put in the wash basket
- ☐ **CLEAN AND PUT AWAY ANY ITEMS USED FROM KITCHEN. DO NOT LEAVE OUT.**
- ☐ Make sure both hot water boilers are turned off (1 under sink and the other by the boiler)
- ☐ Ensure the fridge is emptied and switched off. Leave the fridge door slightly open.
- ☐ **Empty all bins and take all rubbish with you when you leave.** If you've had little ones in the Hall, please check for used nappies.
- ☐ Close and lock any windows
- ☐ Turn off remaining lights by the exit. **ENSURE** the 2 light switches are off; this includes the outside light, so put the key in the door before you turn the lights off.
- ☐ Lock the kitchen door and return the key to the key safe

Gates

PLEASE CLOSE BOTH THE CAR PARK AND PEDESTRIAN ACCESS GATES WHEN YOU LEAVE THE PREMISES