Conditions of Hire

The Yarcombe Jubilee Hall

These standard conditions apply to all hiring of Yarcombe Jubilee Hall, hereafter referred to as the hall. In addition to the Conditions of Hire the hall has policy management documents which can all be found on the hall website [https://www.yarcombehall.co.uk](https://yarcombehall.co.uk)

If you have any doubt regarding the Conditions of Hire or policy management document, contact a hall officer by phone or email [contact@yarcombehall.co.uk](mailto:contact@yarcombehall.co.uk)

The hirer must be 18 years of age or over and shall, during the period of hire, be present and be responsible for: supervision of the premises (including car parks), the fabric, the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises, including proper supervision of car parking so as to avoid obstruction of the highway.

The hirer shall make good or pay for all damage, including accidental damage, to the premises, fixtures, fittings, contents or loss of contents.

The hirer is advised to have a mobile phone/device for the period of hire in case of an emergency.

# Yarcombe Jubilee Hall Premises License Number: PLNO44

The hirer, on entry to the hall, shall read and acquaint themselves with the conditions of the Premises Licence (displayed in the hall). The hall should be cleared on time to comply with the Premises Licence and to avoid annoyance to any neighbours. The outside lights should be on when the hall is in use, whenever there is insufficient natural light.

**A maximum of 190 people (standing)** in total are allowed in the hall at any one time. This number includes volunteers. Occupancy figure calculated by Devon & Somerset Fire & Rescue and must be adhered to at all times. Maximum 150 seated depending on table and chair configuration which must not obstruct access to any escape routes.

# Alcohol Licence

If you intend to sell alcohol an Alcohol Licence is required, it is the hirers responsibility to obtain a Temporary Events Notice (TENS). Apply online at [https://eastdevon.gov.uk/licensing.](https://eastdevon.gov.uk/licensing)

It is also the hirers responsibility to ensure the appropriate security measures are in place and where needed, door supervisors must be suitably qualified.

# Motion Picture Licensing Company Umbrella License

The hall has a MPLC licence to enable films or programmes to be shown in the hall. For further details refer to the halls Films & Programmes Policy which can be found on the hall website <https://www.yarcombehall.co.uk>

Indemnity Insurance

The hirer shall take out adequate insurance to insure the hirer and members of the hirer’s organisation and invitees against the hirer’s liability.

Yarcombe Jubilee Hall is insured against any claims arising out of its own negligence.

The Hirer:

* shall on entry, familiarise themselves with the hall equipment and the location of fire exits, escape routes, the assembly point, firefighting equipment and the first aid box.
* shall on entry, familiarise themselves with the location of fuse boxes and water stop cocks displayed on the hall plan.
* is encouraged to complete a fire safety and health & safety risk assessment.
* shall ensure responsible consumption of alcohol to avoid drunk and disorderly behaviour, which is not permitted on the hall premises.
* shall ensure no illegal drugs are brought onto the hall premises.
* shall ensure there is no smoking in the hall. Any smoking outside and in the immediate vicinity is controlled by the hirer, having a regard to pollution and fire risk. Any smoking debris shall be cleared by the hirer.
* shall ensure no naked flames on the premises. This excludes candles on a supervised celebration cake, which must be distinguished and disposed of safely.
* shall ensure any decorations erected in or on the hall premises are not of a combustible nature. No flammable substances are brought into or used in any part of the property or premises.
* shall ensure that nothing is done on or in relation to the premises in contravention of the law, relating to gaming, betting or lotteries.
* must ensure all electrical appliances brought into the hall are safe and in good working order.
* deep-fat frier's are prohibited to be used on the premises.
* agrees that only age-appropriate activities for children, young people and vulnerable adults are delivered and to also take steps to ensure safeguarding of all children, young people and vulnerable adults. These measures should be implemented in accordance with relevant legislation for the duration of the hire period.
* shall, if preparing or serving food, observe all relevant food health and hygiene legislation and regulations. Hirers are advised to have a designated hand wash only sink in the kitchen suitable for their event.
* must ensure all escape routes are kept free from obstructions during the period of hire.
* must ensure all Safety Notices are adhered to at all times by all those in attendance.

# At the end of a Hire Period:

the hirer is responsible for leaving the hall clean and tidy

Check List

* all used chairs are clean and returned to the storeroom (blue chairs remain in hall) – all used tables are wiped clean, returned to the trolleys and into the storeroom.
* always sweep the main wooden and vinyl floors and mop if necessary.
* all equipment and work surfaces used during hire (including cookers, warming ovens, fridge and freezer and kitchen shelves) should be cleaned.
* used cutlery and crockery needs to be cleaned, dried and returned to correct storage.
* all electrical equipment should be switched off and unplugged- ensure kettles are emptied.
* check the dishwasher is empty and the door propped open.
* used tea towels should be returned clean to the hall within a week. Used tea towels left in the hall will be laundered for an additional charge of up to £15.
* rubbish should be separated with all the recycled items placed in the correct container. Kitchen bin should be emptied into black waste bins by kitchen steps, take any recycling to the area by the grit bin outside the car park entrance.
* ensure all taps are turned off.
* switch off all lights- main switches in the small kitchen. The switch for the last hall light is to the left of the main internal door
* heating should turn off automatically. Instructions are immediately inside the storeroom by the boiler.
* ensure the property has been vacated and no one is left inside.
* ensure all windows and doors are secure. Lock the main hall entrance door and post the key through the letter box in the door, unless otherwise instructed.

Any damages or breakages are to be recorded in the Green Information Folder in the hall entrance foyer and reported to a hall officer without delay.

If conditions are not complied with, at the discretion of the hall committee an extra charge will occur.

No items are to be removed or stored in the hall without the permission from the hall committee who accepts no responsibility for items brought into, stored or left in the hall or on the premises.

# Special Condition of Hire (Bouncy Castles or Inflatables)

Any third-party hirer's will need to provide their own insurance to cover their activities ensuring they have adequate cover if they are using bouncy castles or inflatables.

Wi-Fi Service: Yarcombe Jubilee Hall Management Committee aim to offer the best Wi-Fi service possible; we make no promise that the Wi-Fi will meet your requirements. We cannot guarantee that our Wi-Fi service will be fault free or accessible at all times.

Cancellations: must be made at least 24hours in advance. Hirers who fail to inform the hall officers of cancellations in advance or fail to arrive will be charged in full. The hall committee reserves the right to cancel bookings in the case the premises are required for a Polling Station, exceptional circumstances or deemed unfit for hire and the committee shall not be liable to the hirer for any resulting loss whatsoever.

Yarcombe Jubilee Hall Management Committee reserves the right to refuse any request to hire the hall.

Yarcombe Jubilee Hall, Yarcombe, Honiton, Devon, EX14 9AA

Charity Number: 301024

May 2025

Reviewed at least Annually

Next Annual review May 2026