

# **Countess Wear Village Hall**

## **Information for Hirers & Terms of Use**

Countess Wear Village Hall is run by a voluntary management committee. Please read and adhere to these terms of use in order to assist us in continuing to provide this community venue. Please also see the accompanying 'COVID-19 Safe/Secure Operating Procedures' document, which also needs to be adhered to for the foreseeable future.

A new building, built to modern standards and meeting all relevant regulations, was opened in 2016, offering a main hall on the ground floor with a kitchen and toilets as well as a smaller meeting room on the upper floor. The Village Hall can be hired every day from 9am until 10:30pm, subject to availability. The hall is normally closed on public holidays and 24th of December - 1st of January. There may also be a short closure at some point during the year for maintenance work to take place. Plenty of notice will be given for this.

### **Hire Charges**

The current hire charge for the main hall is £15 per hour and the meeting room is £12.50 per hour. There is a £5 charge per hire for use of the kitchen. The minimum hire period is 1 hour. A refundable deposit of £100 will be required when booking for parties/celebrations to cover any accidental damage which may occur or extra cleaning which may be required. If your event is for under 13 year olds, the deposit amount is reduced to £50. The committee may consider providing space at special rates for neighbourhood uses, community groups in Countess Wear or for charitable purposes.

### **Bookings and Payments**

Bookings must be made by completing the booking form, acceptance of a booking is at the discretion of the committee. Bookings will only be confirmed when a completed booking form along with payment in advance has been received. Payments are to be made via bank transfer or cheque. Regular hirers will need to pay monthly and one month in advance to confirm their bookings (for example, February's bookings would need to be paid for by the end of the first week in January.)

### **Cancellations**

A minimum of 2 weeks' notice is required if a booking is being cancelled; a refund of payment will be made as long as this notice is given. The management committee reserves the right to cancel a booking for any reason with a minimum of 2 weeks'

notice being given - in an emergency, less notice may be given. A maximum of 90 people including audience, helpers and artists are allowed in the building at one time.

### **Access to the Hall**

The building address is; Countess Wear Village Hall, 28 School Lane, Exeter EX2 6LB. Access to the building will be given 15 minutes before your booked time and 15 minutes will also be allowed at the end of your booking. If any more time for setting up or clearing away is needed then this will need to be arranged in advance.

Regular hirers will be given the code for the key safe to let themselves in. Please keep the key safe whilst in the building and ensure the building as well as the key safe is locked when leaving.

One-off hires will be let in by a committee member who will also explain the location of the facilities and heating. Please move and talk quietly in the entrance area, kitchen and on the stairs when other users are in the building.

### **Car Parking**

There is free on-street parking outside the village hall. There is also a free public car park a 5 minute walk away along Countess Wear Road. Please be advised that this car park is sometimes locked overnight.

### **Lights**

The lights in the entrance lobby, kitchen and toilets come on and go off automatically; they will remain on for a few minutes after you leave. For the main hall, the light switches are on the right just inside the door and should be fully pressed to obtain full light as there is a dimmer facility built in.

### **Heating**

**Main Hall** - There is a panel by the serving hatch in the main hall with a timer 'boost' function. This can be set for periods between 30 minutes and 2 hours, and can be set again as necessary. If it's a cold day, it's advised to put the heating on when you arrive as it's not an instant system. If the red light is still on when you're leaving, please push the button until it goes off. This system is not able to operate as air conditioning.

**Entrance area, toilets and kitchen** - For the entrance area, toilets and kitchen, the heating is controlled by a panel in the kitchen which can be found to the right of the fire door; this operates in the same way as the one in the main hall does. The "last man out" switch by the main entrance must also be on. Please ensure that wall switches are turned on for the wall mounted panel heaters. Please don't try to alter the settings on the panel heaters.

**Upstairs Meeting Room** - For the meeting room, the heating is controlled by a panel at the top of the stairs; this operates in the same way as the one in the main

hall does. The “last man out” switch by the main entrance must also be on. If it’s still on when you leave please push until it goes off. Please ensure that wall switches are turned on for the wall mounted panel heaters. Please don’t try to alter the settings on the panel heaters.

### **Toilets**

Located on the ground floor, there are separate ladies, gents and disabled toilets. There are also baby changing facilities. Please don’t put any sanitary items down toilets - use the bins provided. It would be appreciated if nappies were taken away.

### **Lift**

Push the button to open the door. There are instructions inside about how to operate the lift. On the ground floor, there is a telephone to the right side of the lift which passengers can ring if needed. The lift has a battery back up to bring the lift to the ground floor in case of power failure.

### **Hot Water**

Hot water for the kitchen and toilets is controlled by the ‘last man out’ switch by the entrance door. Switch this on when you arrive and hot water will be available in approximately 15 minutes. Please ensure the ‘last man out’ switch is switched off when you leave the building

### **Kitchen**

There are no cooking facilities in the kitchen. Currently available in the kitchen are: 2 kettles, 40 mugs, 60 wine glasses, a good number of cups & saucers, enough cutlery for approx 50 place settings, larger knives for cutting cake etc, a small supply of paper plates and serviettes; and hundreds of plastic beakers in the storeroom off the kitchen where there are also cleaning materials.

If you require a lot of instant boiling water for tea and coffee there is a manual fill water boiler in a box in the store room off the kitchen. If the light does not come on, please check the switch underneath the boiler.

The dishwasher is currently out of order.

### **Windows and Fire Doors**

The windows in the main hall have restricted openings. Please ensure when you leave that all windows including in the toilets and meeting room are closed and that all fire doors are fully closed.

### **Furniture and Equipment**

Tables and chairs are stored behind the wicker screens at the far end of the main hall - please use any furniture you require and replace where found after use. Please

take care when lifting and when erecting the trestle tables. Please do not drag furniture on the floor - there is a chair trolley there for moving stacks of chairs. It would also be appreciated if tables were wiped clean after use if necessary. Please ensure that equipment and leads are not placed where they could present a trip hazard. Please do not stack chairs in front of the wall mounted panel heaters.

### **Walls**

Please do not stick any items to the walls such as posters, decorations etc, as the paint could peel when these are removed. Please also take care not to accidentally mark the walls with chairs.

### **Dogs**

Please note that no dogs are allowed with the exception of assistance & guide dogs.

### **Clearing Up**

Please sweep the floor in the main hall after your hire and clear up any spillages immediately to avoid damage to the floor. If needed, cleaning utensils, brushes, dustpan, Hoover etc can be found in the storeroom off of the kitchen. Please take away all rubbish you generate, including the black sack from the rubbish bin in the kitchen if any food has been served during your rental.

When leaving at the end of your hire please:

- leave the hall and meeting room as found with tables & chairs stacked away.
- ensure lighting, heating and the "last man out" switch by the entrance door are switched off.
- if you've been entrusted with the key code, ensure that you lock the door, return the key to the key safe and lock the key safe.

## **HEALTH & SAFETY**

### **Insurance**

Countess Wear Village Hall has Public Liability Insurance which covers activities organised by the Village Hall committee and if any user is injured due to the negligence of the Village Hall committee. The hall is insured to have a maximum of 90 people there at any one time.

Those hiring the hall must take out their own insurance to cover their own activities if necessary; for example, sporting activities, yoga, pilates, dancing, children's entertainers, or other activities where injury can be sustained as part of your activity. Bouncy castles are only allowed if provided by a professional operator with full insurance cover.

## **Accidents**

A first aid box is situated in the kitchen to the left of the serving hatch. In the event of an accident please report this to Tim Davies (01392 433427) and complete an accident report in the Accident Book, which can be found in the kitchen to the left of the serving hatch.

## **Fire Safety**

Smoking and naked flames are prohibited in the hall and grounds. It is the responsibility of hirers and organisers to inform all in their group of fire safety including the location of the fire exits, fire extinguisher locations, the evacuation gathering point and fire drills.

In the event of a minor fire, fire extinguishers should be used.

If a serious fire occurs, the fire alarm will sound - evacuate the building immediately and call 999. If the alarm does not sound press the alarm activators, (which are located by the main entrance door, by the fire door in the main hall and on the upstairs landing by the lift), then evacuate the hall.

**In the event of a fire, the lift must not be used.** If anyone is unable to use the stairs to evacuate the building; they should remain in the meeting room, shut the fire door to the meeting room and keep it closed until the fire services arrive. Hirers must ensure the fire services are aware how many people are in this room and awaiting their help.

Notify Tim Davies (01392 433427) when possible.

## **Fire Exits**

Located at the front of the main hall on the right wall (opposite end to kitchen), in the kitchen and via the main entrance door.

## **Fire Extinguishers**

Fire extinguishers are positioned by the front entrance door, in the main hall by the kitchen hatch and on the upper floor landing. Please read the instructions to ensure you are able to use in the event of an emergency.

## **Evacuation Gathering Point**

The gathering point is outside the Tally Ho! In Countess Wear Road. Please ensure the people attending your activity/function are aware that they should evacuate to this point for a head count to be taken. Please proceed to take a head count to ensure everyone is out of the building.