

# Teign Valley Community Hall

## Some key facts

- Our community hall was built in 1998 for the people of Ashton, Bridford, Christow, Doddiscombsleigh and Trusham and it is owned and run by that community.
- It is a charity, number 1072211, which owns the Hall in trust for the community.
- It is run by a group of unpaid volunteers, the Hall management committee, who are also trustees of the TVCH charity.
- The Hall is entirely self-financing. All running costs and routine repairs are met from hire income. For major works, we save up a reserve, raise funds from the community and apply for grants from the National Lottery Fund and elsewhere.
- Much of the maintenance work is done for free by community volunteers.
- While we do pay for weekly cleaning, we keep costs to a minimum by relying on hirers and community volunteers to keep the Hall clean, tidy, safe and secure.
- The Hall depends on you, the hirer, to 'do your bit'. If the Hall is left in a mess, it will fall to other people (volunteers) in your community to clear up after you.

## What this means for you

The Conditions of Hire on the next two pages set out what you need to do to keep the Hall clean, tidy, safe and secure. It is very important that you read and follow all of these requirements. Please pay particular attention to condition 14 and to the **safety and security requirements highlighted red**.

To help you when you come to use the Hall, you can download from our web page and save or print a handy 'Quick Guide' to opening up, using and closing the Hall. This will help you to locate light switches etc and make sure you don't overlook anything when you are ready to leave. There are no staff on site to help with this so it's important that you follow the instructions in the Guide.

We know there is a lot to read but please take the time to do so, even if you are familiar with the Hall. There have been several updates made recently. If there is anything that is unclear to you, please ask via the Bookings Clerk, Barbara Brown.

**These Conditions of Hire, the Hall Users' Quick Guide, Safeguarding Policy and other documents are all available to view or download from [www.teignvalley.org/tvch](http://www.teignvalley.org/tvch).**

Jill Arthur (Hall management committee chair) and Corony Edwards (vice chair).  
January 2024

**Teign Valley Community Hall**  
**TERMS AND CONDITIONS OF HIRE 2024**

*By confirming your booking you are also confirming that you agree to these Terms and Conditions of Hire.*

**THE COMMITTEE RESERVES THE RIGHT TO REFUSE BOOKINGS FROM ANY ORGANISATION OR INDIVIDUAL**

<b>1</b>	<p><b>Public Entertainment License and Fire Safety</b></p> <p>The hirer or a responsible person appointed by them in writing must be in charge of and be present at all times when the public are on the premises, for the purpose of ensuring that the conditions of the public entertainment license and fire regulations are observed. Use of the Hall for music, dancing and entertainment is licensed until midnight after which you have until 1am to vacate the building. <b>It is the hirer's responsibility to ensure that they and their team are aware of the location of the fire exits which must be kept clear at all times. The fire evacuation assembly point is at the top of the car park by the public toilets.</b> The fire alarm is a continuous bell. Emergency Services can be called by connecting to <b>TVCH Guest</b> wifi and using wifi calling from a smart phone. If TVCH Guest is disabled, connect instead to our backup wifi <b>Airband</b>, password <b>TVCHbackup</b>.</p>
<b>2</b>	<p><b>Use of own Electrical or Mechanical Equipment</b></p> <p>No electrical or mechanical equipment may be brought in and used in the building without prior agreement and if agreed by the Committee, must be removed from the Hall immediately after the event. <b>It is the hirer's responsibility to ensure that any electrical items that are permitted are electrically safe. You are not permitted to run extension cables outside the building.</b> If you wish to erect a marquee or gazebo outside on the playing field, you will require the permission of Christow Parish Council and any power required must be supplied by way of your own generator.</p>
<b>3</b>	<p><b>Public Liability Insurance</b></p> <p>The Hall has public liability insurance against claims arising from accidents which cause bodily injury or damage to a third party; this cover extends to give the same protection to hirers for most activities. Please ask if you wish to see the insurance policy and check that your activity is covered. In the event of an accident which might give rise to such a claim, the hirer must immediately report full details in writing to the Treasurer (Joan Banks).</p>
<b>4</b>	<p><b>Vehicles parked in the Car Park</b></p> <p>The car parks belong to Christow Parish Council. The Hall's insurance does not cover vehicles parked in the main car park or adjacent to the Hall. The committee does not accept any liability for loss or damage to such vehicles and their contents. Parking on the field is by arrangement with the Parish Council who should be contacted well in advance.</p>
<b>5</b>	<p><b>Liability for Damage</b></p> <p>The hirer must accept full liability for any damage to the premises, fixtures or fittings and damage to or loss of furniture, equipment, crockery or cutlery and for meeting the cost of repair or replacement. Such damage or loss should be reported in writing to the Bookings Clerk (Barbara Brown). Forced entry must not be made to any part of the Hall or ancillary rooms which are locked and which have not been booked. No furniture or equipment must be removed from the building except by prior arrangement. The hirer must not in any way deface the building e.g. knocking in nails, using screws, adhesive tape, drawing pins, blue-tac or similar types of fixing material. There are several large, mobile display screens available; please ask if you want to use these.</p>

6	<p><b>Safeguarding</b>  <b>Acceptance of the TVCH Safeguarding Policy is a condition of hire. By paying your deposit you are confirming that you have read and agree to abide by the Hall’s safeguarding policy which you can download from our web page <a href="http://www.teignvalley.org/tvch">www.teignvalley.org/tvch</a> and that you will take responsibility for the safeguarding of children, young people and adults at risk during the time that you are using the Hall and that you will make appropriate safeguarding arrangements in order to do so.</b></p>
7	<p><b>Alcohol</b>  Alcohol can be served at private events until 11.30 pm. If alcohol is to be sold either for cash or by inclusion in the price of a ticket, the hirer is required by law to obtain a Temporary Events License from Teignbridge District Council, Forde House, Brunel road, Newton Abbot Q12 4XX, tel. 01626 361101, email <a href="mailto:info@teignbridge.gov.uk">info@teignbridge.gov.uk</a></p>
8	<p><b>Performing Rights License for concerts, party music etc</b>  A performing rights license is held by the Hall to cover all performances of live or recorded music until midnight. No theatrical productions are allowed on Good Friday, Christmas Day and Sundays.</p>
9	<p><b>Smoking</b>  <b>Smoking is prohibited within the building.</b> Please do not smoke outside near the doors and windows.</p>
10	<p><b>Hygiene</b>  <b>It is the responsibility of the hirer to comply with the current regulations regarding food hygiene</b> and use of the kitchen. The hirer should check the Hall before the hire commences to see that it is in a fit state for use and if not this must be reported to the bookings clerk.</p>
11	<p><b>First Aid and Health and Safety Requirements</b>  <b>There is a first aid kit on the wall of the Hall foyer next to the kitchen door. All accidents and medical incidents must be recorded in the accident book which is located with the first aid kit in the foyer.</b>  Access to the mezzanine floor and stage lighting rigs are restricted to authorized persons only.</p>
12	<p><b>Refundable Deposits</b>  A refundable deposit is payable to secure the booking. The balance of the full hire charge is payable three weeks prior to your event. The deposit will be refunded within 10 days following your event provided there is no damage or requirement for additional cleaning.</p>
13	<p><b>Late Cancellation</b>  The Teign Valley Community Hall Committee reserves the right to withhold full payment in respect of any booking cancelled within seven days of the date of the event.</p>
14	<p><b>After your Event</b>  Before leaving the Hall, ensure that tables have been cleaned and stacked and other furniture replaced, the kitchen, crockery and cutlery are clean and tidy and replaced in the correct drawers and cupboards, the dishwasher drained and switched off, all doors and windows closed and lights off. Toilets and floors must be left clean and useable by others or a cleaning charge (£50) will be deducted from your deposit. All rubbish must be removed for disposal by you, the hirer.  <b>On leaving, check that the building is secure and the main entrance door is locked shut behind you. We recommend that you use the 10 point checklist on the Quick Guide for Hall Users to make sure you have not overlooked anything.</b>  <u>If the Hall is left in an unsatisfactory state, the Committee reserves the right to retain your deposit</u></p>