

# DIPTFORD PARISH HALL



Diptford Parish Hall is a modern purpose built village hall located on Water Lane near the village centre (post code TQ9 7NU) that is available for hire and is suitable for a wide range of events such as meetings, social functions, recreational classes etc. The building is licensed by South Hams Council for the performance of live music, recorded music, plays and dances.

The Hall is licensed for use up to midnight but the normal opening times are 08.00 am to 10.30 pm, any period of hire outside these times is by arrangement and will incur a charge. Please note that during school term time the main kitchen, Main Hall and Committee Room are used by the local school on weekdays for the preparation and serving of school meals.

## **Facilities**

All facilities are on the same level apart from the Computer Room which is sited in the basement and is accessed from outside the Hall.

The following facilities are available to all Hall hirers:

**Car parking** - small private car park for about 8 vehicles adjacent to the building.

**Internet** – high speed broadband available throughout the building

**Toilets** – ladies , gents and disabled toilet

**Small kitchen** – suited to preparation of food snacks and drinks. Fitted with sink, small refrigerator, microwave and tea urn. Kettle and range of mugs, cups, saucers and plates available for use. Washing up liquid and tea towels supplied. Connecting serving hatch through to Committee Room.

The following rooms are available for hire:

**Main Hall** – 12.5metre x 10 metre room wood floor. Electrical convector and hot air heating paid through card operated meter. Folding tables and chairs available for use.

**Committee Room** – small meeting room sited off the Main Hall. Serving hatches connecting through to both kitchens. Folding tables and chairs available for use. Electrical background heating available paid through card operated meter

**Main Kitchen** – kitchen fitted with commercial type sink, oven, hob and dishwasher (washing powder /liquid provided). Other food preparation and serving equipment is limited and the kitchen is mainly intended for warming up and serving of pre-prepared foods.

**Computer Room** – room sited in the basement. Fitted with a table, chairs and a whiteboard.

## Hire Charges

### Private Rentals:

#### **Main Hall and Committee Room**

8.00am - 6.00pm £5.00 per hour

6.00pm – 10.30pm £6.00 per hour

*Minimum hire period 2 hours*

#### **Committee Room or Computer Room**

8.00am – 10.30pm £3.00 per hour

*Minimum hire period 2 hours*

#### **Main Kitchen**

£10 per hour or £30.00 per 4 hour session

*Minimum hire period 2 hours*

Please enquire for all Commercial, Weddings and Function Rates.

## Contacts

Enquiries and Bookings: Mrs Val Haddy . Email: valjohnhaddy@aol.com Tel: 01548 821418

## Booking Application Form

Reason for Hire (function, type of activity etc):

Requirement:

Facility	Date(s)	Time From	Time To
Main Hall (includes Committee Room)			
Committee Room			
Computer Room			
Main Kitchen			

Hirer:

Authorised Representative:

Address:

Telephone Number:

Email:

I understand and accept the Conditions of Hire shown below

Signed

Date

### Conditions of Hire

1. These Conditions of Hire are an agreement between the Diptford Parish Hall Management Committee (the Committee) and the Hirer, who may be an individual or an organisation. For the purpose of these conditions the term Committee shall refer to the Diptford Parish Hall Management Committee and the term Hall refers to Diptford Parish Hall.
2. All Hirers must nominate an Authorised Person whose name is recorded on the Booking Form. The Authorised Person is responsible for ensuring that the Conditions of Hire are adhered to and in particular all personnel using the Hall during the period of hire are briefed as to safety requirements and the procedure to follow in the event of a fire. All new Hirers must sign their acceptance of these conditions and return the signed document to the Bookings Officer before the commencement of the hire. For repeat periods of hire a new booking form and signature is only required if there is a change in the Authorised Person.
3. It is the intention of the Committee to comply with all current health and safety legislation and codes of practice where it can reasonably do so to prevent injury, ill health or any danger to users of the Hall. The Committee manages safety through the identification, assessment and management of risks. The following practices must be observed to minimise the level of risk:
  - a. Make sure all emergency exit doors are left unobstructed
  - b. Do not touch or operate any electrical equipment where there are signs of damage, exposure of components or water penetration
  - c. Do not bring into the Hall any electrical appliances that have not been Portable Appliance tested
  - d. Do not work on the stepladder unless it is properly secured and another person is present
  - e. Do not stack the chairs stored in the cupboard more than 8 high and use the trolley when moving stacks

- f. Care must be taken when handling, erecting and closing tables. Refer to the specific instructions
  - g. Do not allow children in the kitchen.
  - h. Be careful when handling kitchen equipment eg cookers, water heater, knives
  - i. Do not create slipping hazards on floors – mop spills immediately
  - j. Do not create tripping hazards by leaving loose items at floor level
  - k. Be aware of the increased risks to individuals while in sole occupancy of the Hall
4. **All Hirers and users of the Hall facilities are expected to recognise that there is a duty on them to comply with the practices set out by the Committee. They are to follow instructions, report hazards and to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions. A basic first aid kit is located in the unlocked cupboard in the entrance hall. Any accident should be reported in the Accident Book and to the Bookings Officer.**
  5. With reference to **Fire Safety** Hirers must as a minimum familiarise themselves with the position of Fire exit doors and extinguishers and with the procedures to be followed in the event of fire. Layout plans and fire procedures are to be found on the notice boards. Hirers should ensure that a functioning mobile phone is available at all times. **Smoking is not allowed anywhere in the building or immediate surrounding area.**
  6. All Hall hire bookings must be made through the Bookings Officer and will be generally on a first come, first served basis, but no longer than 12 months in advance. Regular weekly or monthly bookings take precedence but can only be cancelled by giving 3 months' notice. Charges will be in accordance with the current Hall hire rates. Entry before or exit after the time booked may result in an additional charge. All charges are payable on request or at monthly intervals from regular Hirers. The hire of the Hall will in all circumstances depend on the type of activity proposed and will be at the sole discretion of the Committee.
  7. The Hall will be open at the time booked and is normally available from 08.00 to 22.30. The Hall is licensed for use up to midnight but any bookings up to this time will incur an extra charge. In the event of cancellation the Committee reserves the right to charge the hire fee if the Hall cannot be re-booked for the same period. No commercial activities are permitted in the Hall without prior agreement of the Committee. Keys for the Hall will not be provided.
  8. Lighting and electrical supply (3 pin sockets) are included in the hire charges, but **electricity for heating is to be paid through pre-paid meter cards purchased from the Bookings Officer.** No Hirer provided heating appliances are to be used on the premises without the permission of the Committee.
  9. The Hirer will be responsible for leaving the premises in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced. **Removal of any rubbish generated during the period of hire is the responsibility of the Hirer.** At the end of each hire period tables and chairs must be put away in the store in the order shown on the diagram on the cupboard door. The main hall floor should be swept with the white floor duster and the committee room cleaned using the vacuum cleaner.
  10. Apart from the use of the notice boards nothing is to be attached to the walls. Ball games are not allowed unless previously agreed by the Committee.
  11. The Committee accepts no responsibility for loss or damage to property by persons using the Hall. The acceptance of a booking implies acceptance of these Conditions of Hire. Failure to comply may result in the refusal of future bookings.