



OTTERTON VILLAGE HALL COMMITTEE

Registered Charity Number 203780

Hirers Agreement

Name:		Contact Numbers:	
Organisation:		Landline:	
Address:		Mobile:	
		Email:	
Postcode:			
Function:			
Date:			
Fee			
I have read and agreed the conditions of hire.			
Signed:		Date:	

All fees are payable in advance to the Treasurer, £10 of which is non-refundable in the event of a cancellation where notice of less than seven days is given. For availability etc, email Julia Bove at bookings.ottertonvh@gmail.com

Hirers are expected to leave the premises on time, clean, free from damage, with the windows and doors locked, cooker and taps turned off and other requirements specified within our conditions of booking. Should the hall not be left in an acceptable condition, an extra fee may be levied.

Should the audio/visual equipment and/or projection screen be required, please ask for the operating instructions.

Payment should be made within 10 days of the booking being confirmed. We would prefer this to be made by BACS to Otterton Village Hall, Sort Code: 40-20-32, A/c no. 31191802.
All cheques are to be made payable to "Otterton Village Hall". Cheques to be sent to:

Mrs. Sharon Young
Treasurer (01395 708302)
Otterton Village Hall
Candys Orchard, Behind Hayes email: treasurer.ovh@gmail.com
Otterton
BUDLEIGH SALTERTON
EX9 7JQ



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Hire Charges as ruling at 1st April 2024

<u>Hall Charges</u>	Village Organisations	Non-Village Organisations	Commercial
Main Hall	£24.00	£42.00	£74.00
Extra hour	£6.00	£12.00	£20.00
Committee Room	£16.00	£32.00	£46.00
Extra hour	£4.50	£9.00	£14.00
Prices are for up to a 4 hour session (including setting up time)			

Conditions of Hire

1. A £50. Deposit will be required for private functions and commercial bookings.
2. Charges include the use of tables and chairs within the building as well as heating and lighting.
3. Hire of the Main Hall includes the use of the kitchen. Hire of the Committee Room includes the use of the kitchen if it is not required for the Main Hall.
4. The building is heated and the temperature controlled by thermostats, please adjust them to your desired setting but return them to 18° C after use.
5. No smoking is permitted in the building.
6. The maximum occupancy of the Main Hall is 100.
7. Alcoholic drinks cannot be sold without a licence. The hirer is responsible for obtaining the licence.
8. Accidents must be recorded in the accident book. Any accidents must be brought to the attention of the Village Hall Management Committee.
9. Music must cease at 1.00am Monday-Saturday, 11.00pm Sundays.
10. Parking – please do not obstruct driveways or the highways.
11. Please leave the hall in a quiet, respectful manner and return the keys.
12. The hall must be left on time, tidy and swept clean. All appliances must be turned off and all doors secured before leaving.
13. All furniture must be returned to its original position.
14. All rubbish must be taken away with you.

15. The Village Hall Committee reserves the right to refuse usage without explanation and also the right of entry at any time.
16. Arrangements for opening and closing the hall must be made through the Bookings Secretary.
17. There will be a £1 charge for item of crockery or glassware broken or lost. Other items will be charged at replacement cost.
18. Safeguarding children, young people, and adults at risk
 - a. You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation
 - b. When requested you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS)
 - c. All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur.
 - d. Relevant concerns must be reported.

FIRE

OTTERTON VILLAGE HALL EMERGENCY EVACUATION PLAN

The 'Hirer' is deemed the 'Responsible Person' and is designated as the person in charge of the Hall during your hire period.

It is advisable for the 'responsible person' to take note of the name of everyone attending your event.

1. In the event of a Fire, the 'responsible person' will instruct all persons to leave the building using the nearest Emergency Exits.
2. Any disabled persons will be escorted by able-bodied persons designated by the Hirer.
3. All attendees should be directed to the Hall's fire assembly point, which is located opposite in the car park of the Kings Arms.
4. Call the Fire Service. If unable to use a Mobile Phone, there is a telephone in the Community Shop, Hair @ 57 or the Kings Arms.
Dial 999 and give the Hall's address:-
Otterton Village Hall, Fore Street, Otterton, BUDLEIGH SALTERTON, EX9 7HB.
(What3Words: magic.triangle.masterpiece)
5. The 'responsible person' should ensure that once the hall has been evacuated, members of the public do not re-enter the building to collect personal belongings etc., under any circumstances.
6. On the arrival of the Fire Service, the 'responsible person' should confirm to the Officer in Charge, that a roll call has taken place and all persons are safe, or should inform them of anyone who is missing and their last known position.
7. Attempts to extinguish the outbreak of the fire should only be carried out if it is considered safe to do so. If there is any doubt, get out of the building.
8. After all of the above has been carried out, please call the Chairman Richard Whitherby on 07989 432423 or the Hall Booking Clerk on 07914 591390.
9. All incidents, however small must be reported to one of the above persons.