



## **SCHEDULE OF ADDITIONAL SPECIAL CONDITIONS**

1. **Decorations**  
Hirers may decorate the Hall for Parties etc. subject to the following regulations:
  - \* hooks have been provided around the Hall from which strings may be attached to hold decorations.
  - \* care must be taken to avoid heaters
  - \* all decorations and strings must be removed at the end of the hire period
  - \* the use of Sellotape, Bluetack, Staples, tacks or other fasteners is strictly forbidden.
2. After each use the Kitchen and Cloakrooms are to be checked by the hirer and left in a clean and tidy condition. All tables and chairs used are to be returned to the store cupboard and the Hall left generally ready for the next hirer.
3. The Hall lighting cost is included in the hire charge for the Hall. Heating and electricity for the sockets can be obtained by inserting one pound coins in the appropriate meter in the electricity cupboard in the Foyer. Use of the Kitchen is shown in the list of Hire Charges.
4. The keys are to be obtained and returned to the key holder/key box as agreed at the time of booking.
5. Should any accident or injury occur during the use of the Hall, the incident is to be reported to the Committee and an Accident form completed and returned to the Secretary at the end of the hiring. The forms are kept in the Health & Safety file which is in the first top drawer in the kitchen. All hirers should read the Health & Safety conditions before commencing the hiring.

## **THORVERTON MEMORIAL HALL - STANDARD CONDITIONS OF HIRE**

(If the Hirer is in any doubt as to the meaning of the following, the Hall Secretary should immediately be consulted).

1. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and their contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.

2. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.

3. THE HIRER must liaise with the Committee where intoxicating liquor is to be sold to the public. The Hall is now a licensed premises and, as such, the Hall Committee are now responsible for all bars where alcohol is sold to members of the public. The Committee will organise any such bar provided sufficient notice is given that a bar is required and reserve the right to find any outside help that may be required for this. Please note, the Committee will implement a strict code with regards to under-age drinking. You should advise anyone attending your event aged between 18-25 that they will need proof of age to obtain alcohol at the bar. Where alcohol is to be available but not through a bar, the Committee must be made aware of the

way it is to be supplied. In this circumstance a corkage charge of £50 will be levied. In all instances where a bar is not booked it is the Hirer's responsibility to ensure provision of alcohol is within the current licensing laws.

4. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

5. THE HIRER shall indemnify the Committee for the cost of repairs of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.

6. IF THE HIRER wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of payment or the repayment of the fee shall be at the discretion of the Committee.

7. AT THE END of the hiring, the Hirer shall be responsible for leaving the premises and the surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual position properly replaced, otherwise the Committee shall be at liberty to make additional charge.

8. THE COMMITTEE RESERVES the right to cancel this hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye election, in which case the Hirer shall be entitled to a refund of any deposit paid.

9. IN THE EVENT of the Hall or any part thereof being rendered unfit for the use for which it has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

10. A TEMPORARY RESPONSIBLE PERSON is to be appointed by the hirer, whose responsibilities are listed in Appendix A. In case of fire, the hirer is responsible for activating the Fire Emergency Plan as Appendix B.

Special conditions of Hire with the Premises Licence (covering sale of alcohol, stage plays, cinema etc) (1-3)

1. A copy of the Premises licence is displayed at the Hall. The hirer hereby acknowledges that they have read a copy of the conditions of the Premises Licence.
2. The hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the Premises Licence relating to management and supervision of the premises are met.
3. There shall, in addition to the hirer, be a minimum of 2 competent attendants on duty on the premises to assist people entering and leaving, neither of whom shall be less than 18 years of age. If most of the audience or guests are under 16, the number of attendants shall be not less than 4. All persons on duty shall have been instructed as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of fire-fighting equipment available, how to call the fire brigade and evacuation procedure.

### **Capacity**

1. It is the responsibility of the hirer to ascertain and limit the safe number of person using the Hall.

### **Dangerous Performances**

1. Performances involving danger to the public shall not be given.

### **Explosive and Flammable Substances**

1. Highly flammable substances shall not be brought into, or used in any portion of, the premises.
2. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Management Committee.
3. The Committee must be informed at least two weeks prior to the date of the event if **fireworks or any other sudden loud noises** are to be used at the event. The hirer must inform the neighbours of the hall when this is to happen

### **Heating**

1. No unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Management Committee.

### **Hours of Opening**

1. The premises shall not be used for Public Entertainment except between the hours of 2.00pm and midnight Mondays to Saturday and from 2.00pm to 10.00pm on Sundays.

### **Noise level during and after hiring**

1. The Hirer shall ensure that the level of noise from live music or a Disco is kept at a reasonable level.
2. At the end of the hiring, the Hirer is responsible for ensuring those attending leave in a quiet and orderly manner so as to cause the minimum disruption to neighbours

Revised May 2019

Reg. Charity No. 203778

## Appendix A

### Responsibilities of the Temporary Responsible Person

**1.0 As the Temporary Responsible Person for the event/function, you have legal duties with regards to the safety of those persons assisting or attending the event.**

**2.0 Before the session, event or function you should establish and be aware of:**

- 1 what fire protection systems are present (eg different types of fire extinguisher and their location);
- 2 how a fire will be detected;
- 3 how people will be warned if there is a fire;
- 4 what helpers should do if they discover a fire;
- 5 how the evacuation of the premises should be carried out;
- 6 where people should assemble after they have left the premises: at the far side of the car park, as indicated on the Fire Risk Assessment Plan and as the notice in the planted border of the car park;
- 7 what procedures should be made to check whether the premises have been evacuated;
- 8 identification of key escape routes and exits and how people can gain access to them and escape to the assembly point;
- 9 arrangements for fire-fighting;
- 10 how the fire and rescue service and any other necessary services will be called;
- 11 procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks;
- 12 what instruction helpers need and the arranging of this instruction;
- 13 limitation on numbers of people attending the event; and
- 14 checking that all escape routes are clear of obstructions and combustibles.
- 15 A defibrillator is located on the door of Parkers on the west side of The Bury.

**3.0 Before the session, event or function you should decide:**

- 1 the safe number of people in the Hall;
- 2 the arrangements for fire-fighting;
- 3 the arrangements for means of escape for disabled persons;
- 4 the duties and identity of helpers who have specific responsibilities if there is a fire;
- 5 the arrangements for safe evacuation of people identified as being especially at risk, such as those unfamiliar with the Hall, those with disabilities, children, members of the public and visitors;
- 6 how you will proceed if the fire detection and alarm system is out of order;
- 7 who is responsible for calling the fire and rescue service and any other necessary services; and
- 8 your plans to deal with people once they have left the building, especially children.

**4.0 At the start of the session, event or function you should notify all those present about:**

- 1 the no smoking policy;
- 2 the fire detection and alarm system signal;
- 3 who is supervising and how to identify them;
- 4 location of all exits and escape routes;
- 5 the emergency exit signs being lit only on power failure;
- 6 the opening of the exit doors from the Kitchen and Bar by use of the handle and thumbturn;
- 7 taking only valuables immediately to hand but not to collect other belongings;
- 8 the location of the assembly point; and
- 9 what will happen after that (eg re-entry to the building).

**5.0 During the session, event or function you should ensure that;**

- 1 escape routes and exits do not become blocked;
- 2 the four courtyard emergency lights, two courtyard spotlights and car parking area spotlight are switched on (and switched off at the end of the event);
- 3 the no smoking policy is adhered to;
- 4 no naked flames are started (unless authorised, eg candles);
- 5 rooms do not become overcrowded;
- 6 noise levels cannot drown out the fire alarm; and
- 7 if necessary, the number of persons in the building is limited or controlled.

**6.0 At the end of session, event of function you should:**

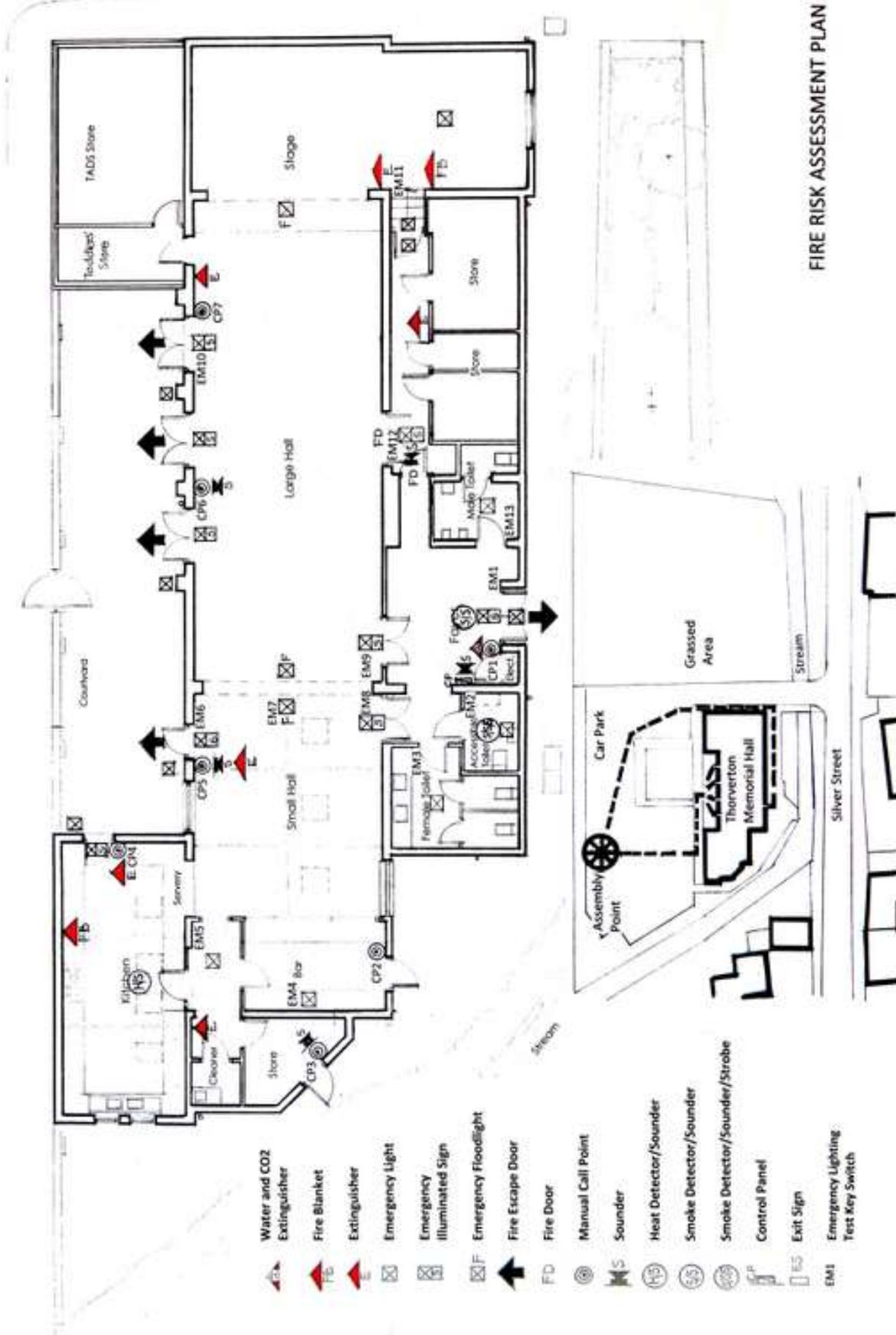
- 1 check that heaters and cookers are turned off;
- 2 check that all electrical appliances are turned off and unplugged;
- 3 turn off all lights not required for security purposes;
- 4 close all internal doors; and
- 5 secure all outside doors and windows.

## Appendix B

### Fire Emergency Plan

- 1.0** In the event of a fire either the fire alarm will automatically sound or one of the seven manual call points will have been activated. The manual call points are located next to each external door and the clear plastic cover must be pushed to activate the alarm. The temporary responsible person will immediately instruct all persons to leave the building using the nearest available emergency exit door and assemble at the designated assembly point at the far side of the carpark (as shown on the Fire Risk Assessment Plan and indicated on the notice in the planted border of the car park). Although there is the possibility of a false alarm, the initial action is evacuation of the building. If the location of a fire is immediately detected and is obviously manageable, it may be possible to extinguish it but where any doubt exists, evacuation must remain the priority.
- 2.0** **Call the Fire Brigade.** If no mobile signal is possible, the phone of a near neighbour should be used. The nearest public telephone is opposite the Church at the end of the Bury. The postcode for the building is **EX5 5LT**. Once the building has been evacuated, no-one should be permitted to re-enter unless it has been deemed safe to do so. Access for the Fire Brigade should be maintained; any obstructions at the entrance or in the car park should be removed. Those assembled in the car park should be kept as close to the edge of the car park as possible so as to allow free access for fire engines to the rear of the building. On arrival of the Fire Brigade, the Temporary Responsible Person should report to the Officer in Charge that all persons have been evacuated or their last known location. Fire extinguishers located in the Hall should only be used to attempt to extinguish a fire if the fire appears obviously to be easily manageable and it is safe to do so without risk to health. In the event of a false alarm, the Temporary Responsible Person will have information concerning resetting procedures.

To assist Devon Air Ambulance, the Grid Reference of the Millenium Field, behind the Hall is **SS 926020**



- Water and CO2 Extinguisher
- Fire Blanket
- Extinguisher
- Emergency Light
- Emergency Illuminated Sign
- Emergency Floodlight
- Fire Escape Door
- Fire Door
- Manual Call Point
- Sounder
- Heat Detector/Sounder
- Smoke Detector/Sounder
- Smoke Detector/Sounder/Strobe
- Control Panel
- Exit Sign
- Emergency Lighting Test Key Switch

**FIRE RISK ASSESSMENT PLAN**