

Holcombe Village Hall

Thank you for making a booking to use the Holcombe Village Hall for your forthcoming event. The Hall is owned by the villagers of Holcombe as a charitable trust. It is administered by a committee of volunteers for the benefit of everyone in the village and those requiring accommodation for events. To this end and to keep administration time and costs down we would be grateful if you could read our standard conditions and assist us by leaving the property as you would wish to find it. We hope you enjoy your time in our Halls.

Standard Conditions of Hire – 2023

1. The Hirer must read and comply with the Emergency Instructions accompanying these terms.
2. The rooms are accessed by a key which is located in the key box nearest the door of the room you are hiring and must be returned to the box after you have locked the door when leaving. Please then jumble the code.
3. The numbers attending functions **must not exceed 100** in the Main Hall and **50** in the Joan Copp Room. **Invitees only** may attend parties and live music events at the Village Hall.
4. **The Hirer should ensure that noise levels do not cause nuisance to local residents.**
5. The Hirer should ensure that the Halls are left clean and tidy and all rubbish is removed.
6. At the end of the hire all furniture should be returned to the place it was taken from.
7. Any damage must be reported promptly to the Booking Secretary and the **Hirer will be liable for repair costs.**
8. The Hirer must comply with all conditions laid down by the Fire Authority.
9. The Hirer is responsible for any Licence in relation to Liquor, Music, and Dancing. No alcohol can be sold on the premises. **By law**, no alcohol should be given to children under the age of 18.
10. **Children under the age of 18 should be supervised at all times. There should be a ratio of at least 1 responsible adult to every 10 children to ensure adequate supervision.**
11. **The Village Hall must be cleared, cleaned, and locked before 11.30pm. Please be considerate of local residents and leave quietly by 11.29pm.**
12. The Halls are heated and controlled by thermostat in each room. After any adjustments by the Hirer, they must be returned to the original temperature setting on leaving.
13. Electrical appliances, especially in the kitchens, must be switched off and unplugged before you leave.
14. Bouncy Castles are not permitted in the Joan Copp Room.
15. Smoke machines and the use of naked flames, e.g. candles, are not permitted.
16. All certificates and regulations appertaining to both Halls are on display in the Foyers
17. The Car Parks are available for your use during the hire period and are used entirely at your own risk.

Emergency Instructions - Health & Safety

1. The Hirer must acquaint themselves with the emergency exits and firefighting appliances.
2. The Hirer must at the commencement of all meetings address all occupants of the Hall with the following information
 - a. Point out the Emergency Exits
 - b. That in the event of a fire a Fire Bell will sound. All occupants must vacate the building and congregate in the Car Park area nearest the Castle Inn ensuring emergency vehicles have clear access. Do NOT return for personal possessions.
 - c. All fire exits must be kept clear of chairs, tables or any obstructions.
 - d. In the event of evacuation all door curtains should be held back to ensure a clear exit.
3. The areas of the main entrance, kitchens and toilets must be checked at regular intervals in case of any issues.
4. When all persons are safely situated after an incident telephone 999 by mobile phone or phone at The Castle Inn situated opposite. The address to be given to the operator is:-

Holcombe Village Hall
Holcombe Road
Holcombe
DAWLISH EX7 0JT