Denbury Village Hall & Multicourt

Registered Charity 202746

Standard Conditions of Hire

Published June 2026

If the Hirer is in any doubt as to the meaning of the following, please contact the Management Committee by email in the first instance at denburyvillagehall@gmail.com or on 07916 919061.

1. **The Hirer will** during the period of the hiring, be responsible for supervision of the premises and immediate environment, the fabric and the contents - their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity. This includes:
   - When necessary, conducting a risk assessment and nominating a specified person who shall be responsible for ensuring adequate health and safety measures in accordance with Denbury Village Hall & Multicourt policies are observed for the duration of the hire. If an accident occurs during the hire period, the nominated person is responsible for completing an accident form (located in the Kitchen of the Village Hall) and alerting the Booking Management Team about the accident.
   - Ensuring that there is no unlawful or unfair discrimination and that no form of intimidation, bullying or harassment is tolerated.
2. **Equal Opportunities:** Denbury Village Hall & Multicourt will be open to all members of the community regardless of; race, gender, sexual orientation, age, disability, religious or political beliefs, or marital status.
3. **Bookings** are secured by completion of a Booking Request Form which can be found on the Village Hall website, the payment of the booking fee prior to the event date, unless previously agreed otherwise.
   - The person making the booking shall be deemed to be the hirer as well as the society, association, club or other body or organisation on whose behalf the application may be made and will be jointly and severally liable for the payment of the hire fees and charges and for the strict observance of these conditions of hire.
   - Fire Safety and Licencing conditions limit numbers in the main hall to 156 standing and 78 seated at tables.
   - If supplying or selling alcohol, then please read Annexe 1 - “Conditions related to the Sale of Alcohol” and complete the relevant section on the booking form. An additional fee may be required.
     If you require use of the Kitchen during your booking then please read Annexe 2 – “Conditions for use of the Kitchen”
4. **Deposits:** a deposit may be requested at the time of booking for larger or more complex bookings, the booking secretary will discuss this at the time of booking

5. **Payment:** payment will be due no later than 24 hours before the event unless otherwise agreed with the Booking Management Team. Payment can be made by card or bank transfer as detailed on the booking invoice. For payments by other methods please contact the Booking Management Team.
    - Payment must be paid as per the terms of these conditions, an additional 10% per month compound interest will be added to all outstanding accounts after this time. In the event of non-payment of accounts, the committee reserves the right to employ a civil debt recovery agency, and the hirer will be liable for the cost of such a service in addition to the original outstanding account, plus interest.
6. **Cancellation:** If the hirer wishes to cancel the booking before the date of the event, they should contact the Booking Management Team at the earliest opportunity; due to admin fees and loss of revenue, the following charges may apply:
    - Cancellation within 24 hours of hire, full booking charge payable.
    - Cancellation within 7 days of the event date but more than 24 hours, 50% of payment retained.
    - Cancellation with notice of more than 7 days, no charge.
7. **Keys**: Hirers of the hall may be provided with a key for the main entrance door, hirers will be charged for any loss of keys. Hirers of the Multicourt will be given the code to open the Multicourt gate. Any premises hired must be securely locked up at the end of the hire period.
8. **Hall Kitchen**: hire of the Village Hall will include use of the kitchen.
    - The kitchen contains a cooker (4 plate electric hob plus twin electric ovens), microwave oven, fridge, crockery, and cutlery.
    - Any locked cupboards are for the sole use of specific hirers.
    - All items should be washed and put away, and the worktops and floor should be cleaned after use. The standard of hygiene is especially important. Please bring your own tea towels as none are provided.
    - Kitchen users must clean up afterwards, as per details in annexe 2. Any additional deposit that they have provided will be refunded if the cleaning is satisfactory.
9. **Charge for Utilities (Electricity & Water**): The cost of utilities for the Village Hall is currently within the price of hire; this is under the assumption of “reasonable use”. Each hirer is responsible for using the utilities under this “reasonable use” assumption.
    - If there is need for above average utility use during a booking, there will be an additional charge. This is determined by the number of units of electricity consumed, at a rate set by the committee. **The current rate is 27p per unit**.
    - The hirer will be informed if a per unit charge is applicable to their booking.
    - Please turn off all lights and electrical appliances when leaving the building; this includes the hall’s electric heaters. If any electrical equipment is left on, a charge may be payable by the hall user for any utilities used.
    - There is an additional charge for electricity for the floodlights at the Multicourt, this can be purchased in advance in the form of meter tokens ordered at the time of booking.
    - The cost of the tokens will be set quarterly by the Village Hall Management Committee to ensure the use is aligned with the cost of providing electricity.
10. **Prohibitions:** Denbury Village Hall & Multicourt does not allow the following activities and therefore they are strictly prohibited.

- Bouncy Castles - Other Inflatable devices – Weapons – Passenger carrying amusement devices – Animal rides of any kind –Go karting – Quad biking – Motor sports – Abseiling – Individual exhibitions valued over £250K – Fireworks – Bonfires.
- **NO CANDLES** will be permitted without permission of the Management Committee.

11. **Licences:** The hirer shall be responsible for obtaining additional licences that may be needed and for the observance of the same and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, the local Magistrates' Court or otherwise. The hirer will ensure that alcohol is not sold to anyone under the age of 18.
12. **Films, gambling, adult entertainment:** No children may be admitted to films when they are below the age classification for the film or show. No commercial gambling or entertainment of an adult or sexual nature shall be permitted on the premises.
    - **Licence for use of the Hall**: The Village Hall has a "Premises Licence" from Teignbridge District Council which defines what types of activities are permitted in the hall, we do not currently have a licence for alcohol. If the Hirer plans to sell alcohol at an event an alcohol licence will be required, it is the Hirers responsibility to apply and obtain this licence.
    - Entertainment Licence: We are licensed for the purpose of public entertainment between the hours of 8am to 11pm. The Main Hall seating capacity for dining is 78 with a total premises capacity of 156.
    - Licence for Public Performance of Plays and Films: We are licenced for the performance of plays and films.
13. **Safeguarding children, young people, and adults at risk:** 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. If applicable, 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). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported. Any safeguarding concerns or reports will be forwarded to the Safeguarding Lead; Jane Manley (07711297912)
14. **The Hirer** shall indemnify the Committee for the cost of the repair of any damage done to any part of the property including the buildings and land thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring. Depending on the nature of the event, a returnable deposit may be asked for in addition to the usual deposit in Section 4 of the Standard Conditions of Hire.
15. **End of hire:** The hirer shall be responsible for leaving the premises and surroundings in a clean and tidy condition. Glass, paper and plastic bottle recycling bins are provided for the hirer's use at the Village Hall. Any sorting of recycling, removal of rubbish or inappropriate disposal of certain items (specifically nappies) undertaken by the Booking Management Team will result in an additional £20 charge. It is the hirer's responsibility to tidy and clean the areas they have used after their hire. The Management Team has responsibilities for the upkeep, general maintenance and functionality of the building and is NOT responsible for cleaning after each hire.
16. **Securing the premises:** After an event all premises must be properly locked and secured unless otherwise directed. Any contents temporarily removed from their usual positions should be properly replaced. The Management Team shall be at liberty to make an additional charge if this is not observed. All of the hirer's property must be removed at the conclusion of the hire.

17. **Cancellation by the Village Hall Management Committee:** We reserve the right to cancel any hiring in the event of the Village Hall being required for use as a Polling Station for Parliamentary or Local Government election or by-election and on rare occasions, events which are of specific relevance and importance to local residents. In such cases, the Hirer shall be notified with as much notice as possible and entitled only to a refund of any payment already paid.
18. **Unfit for use:** In the event the premises or any part thereof is rendered unfit for the use for which it has been hired, the Management Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
19. **Items must not be fastened to walls and floors** without prior permission and only with masking tape (not sellotape, duct tape or blue-tac).
20. **Electrical equipment** that is brought into the Village Hall, e.g. lighting, music amplifiers, or anything that is plugged into the electric supply should have an up to date portable appliance (PAT) test. Electrical outlets must not be overloaded. The stage lighting and electrics can only be used if agreed at the time of hire.
21. **Reporting Issues:** Any issues found before or during hiring period will be reported to the booking secretary as soon as possible, so that it can be rectified in good time for the next hire. This should include as much information as possible and be accompanied with photos.
22. **Parking:** Cars should be parked respectfully, taking into consideration of local residents. There is ample parking in the New Village Hall Site, Car Park Area. The entrance gate to the hall is for emergency access, drop off and collection only. No vehicles are to park in this area.
23. **Noise Complaints:** The Village Hall is situated in a residential area, so the hirer is requested to keep noise levels to a respectable level when visitors are leaving an event. Any noise complaints will be discussed with the hirer if appropriate.
24. **The Village Hall building & Multicourt are totally non-smoking areas.**
25. **Insurance**: Our insurance includes:
    - Contents - for items belonging to the Village Hall Committee;
    - Public Liability - includes cover for all non-profit making organisations and individuals while they are using the hall, but excludes hire for commercial purposes. If the hall is hired for commercial use, we require proof that the hirer has their own public liability insurance in place. A photocopy of the insurer's current certificate to be provided with the booking form.
    - Employers Liability - includes "voluntary workers";
    - Personal Accident.
26. **Understanding & Agreement of compliance:** Making a booking confirms your acceptance of these terms and conditions. For regular hirers, these T&C's will be sent to the relevant person once a year which will indicate compliance.
27. **Fire regulations:** All hirers must ensure a nominated person is made responsible for adhering to the fire regulations during the time of their hire.

Issued by Denbury Village Hall Management Committee: June 2026

Annex 1

Conditions for Sale of Alcohol

Conditions for Sale of Alcohol

1. If alcohol is required at an event they will need to apply for a TEMPORARY EVENTS NOTICE (TEN) from Teignbridge District Council. The hirer will undertake to fulfil the legal requirements in this respect. Granting of TEN can take at least 3 weeks. It is the responsibility of the hirer to apply for the TEN if required. **The hirer will verify with the Committee they have been granted a licence before the event.**
2. Groups and hirers will be required to comply with health and safety legislation.
3. There is no premises license for Denbury Village Hall.
4. The sale or provision of alcohol on the hired premises is not permitted except by prior permission of the Hall Committee.
5. Where the sale or provision of alcohol is permitted the hirer will comply fully with the committee's requirements and with the licensing laws.
6. The hirer confirms that they have applied for a licence and will comply with the laws and the requirements of the committee. In addition, the hirer confirms that they are aware of and will comply with the four licensing objectives. These are:
   - The prevention of crime and disorder.
   - Public safety.
   - The prevention of Public Nuisance.
   - The protection of Children from Harm.
7. Alcohol may not be sold for a price which is less than the permitted price (i.e. Duty plus VAT)
   - For a Calculator, visit:

   www.gov.uk/government/publications/banning-the-sale-of-alcohol-below-the-cost-of-duty-plus-vat

8. The person or persons 23 yrs (or over) authorised to sell alcohol must be present for the entire duration of the hiring, and remain sober during the evening. No person under the age of 18 years shall be permitted to sell or supply alcohol on the premises.
9. No person under the age of 18 shall be allowed to purchase alcohol. All persons who appear to be under age are to be asked for proof. This must include a Photo, Date of Birth and either a Holographic mark or an Ultraviolet Feature. Should they fail to do so, they should not be served.
10. Alcohol must not be sold to any person who is drunk or heavily under the influence of alcohol.
11. All customers are to be made aware that all alcohol will be sold in accordance with the **Weights and Measures Act 1985** and the **Licensing Act 2003**. These measures must be displayed on a menu, price list or other printed material. Where a customer fails to specify the quantity they want they must be made aware these measures are available.
12. If the committee feel that extra door or supervision should be required, the hirer will be responsible for engaging, at their own expense the number of Security Industry Licenced Door Staff stipulated by the committee for the duration of the event.
13. It is the duty of the hirer to ensure that users leave the premises and disperse and do not cause a nuisance to occupiers of adjacent or other premises in the vicinity.

14. A Member of the committee may visit the premises unannounced to ensure that the rules are being observed.
15. Should there be serious disorder or the rules laid down by the Hall Committee are broken, the Hall Committee retains the right to refuse any application from that person or organisation in the future.
16. The sale of alcohol shall cease immediately, irrespective of the time previously agreed upon, when instructed to do so by the licence holder or their duly authorised representative

Annex 2

Conditions for Use of Kitchen

Conditions for Use of Kitchen

1. **Due to Food Hygiene Standards:**
   - No children under 16 years allowed in the kitchen;
   - 16 – 18 year olds may go into kitchen, but are not allowed to cook.
2. **User Instructions** are available in the kitchen for the following appliances:
   - Water Heater (“the Urn”);
   - Hob/Ovens;
   - Microwave cooker;
   - Fridge.
3. Foods must be removed from the fridge after use. If unclaimed, they will then be thrown away.
4. Cleaning products are available in the locked cupboard marked cleaning.
5. Make sure that the sink is fully drained of water.
6. Wash and put all crockery and cutlery away, in the correct cupboards or drawers.
7. All work surfaces to be left clean and spotless.
8. Cooker: clean with soft cloth, do not use scourer.
9. Stainless steel surfaces (hob’s backsplash and various appliances): clean with soft cloth, do not use scourer.
10. Any pans or containers that have been used to be washed and put away in the correct drawers.
11. Sweep and mop floors.
12. Empty bins.
13. Before leaving the kitchen, make sure that all appliances and lights are switched off.