



ILSINGTON VILLAGE HALL MANAGEMENT COMMITTEE

CHARITY No 30087

CHAIRMAN: Rob Parkinson, 9 Town Meadow, Ilsington TQ13 9RY 01364 661371

BOOKINGS: Helen Meyer, Widgers Down, Ilsington, TQ13 9RR 01364 661286

For a large print
version contact
01364 661286

HIRE OF ILSINGTON VILLAGE HALL

The village hall holds a License for the pursuance of live and recorded music, dance and film from 8.00a.m until midnight. To fulfil the fire safety requirements of this licence all hirers must give the name of a steward who is responsible for the evacuation of the building in the case of an emergency. This person will be responsible for locating fire exits and ensuring the evacuation of those with limited mobility or other disability is taken into account if required. He/she must also ensure as is reasonably possible and with out endangering life that the evacuation of the hall is complete. It is recommended that this person does not consume alcohol immediately prior to or (if available) at the function.

The sale of alcohol is not permitted unless a licence is obtained; the hall has a limited number of licences available. Please indicate if you wish to sell alcohol. The hirer must not apply for a licence unless this is agreed with the bookings secretary on booking, who will then advise the hirer how to apply for the licence. You need to apply to Teignbridge District Council for the license. The license holder for the sale of alcohol must also be named.

Conditions of hire

Upon signing this form it is understood you have read and agreed to the booking terms and conditions. The named hirer must be over the age of 18.

I wish to book Ilsington Village hall for

Date(s)	Time from	to	Purpose

Name	Title	Ints	Age	Address
Telephone (Landline only)				
				Post code

	Name	Age
Named safety steward (over age of 18)		
I require/ do not require a license for the sale of alcohol. The named licence holder will be		

I have read and agreed to the above terms and booking conditions. I am over 18 years of age and understand this is a legal and binding agreement.

Signed _____ Date _____ Return this with payment and deposit of _____ payable to Ilsington Village Hall Management Committee, and post to Helen Meyer, Widgers Down, Ilsington, TQ13 9RR

Please photocopy for your own records or if you require additional copies.



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CHARITY No 30087

CHAIRMAN: Rob Parkinson, 9 Town Meadow, Ilsington TQ13 9RY 01364 661371

SECRETARY: Erica Williams, Narracombe Farm, Ilsington

TREASURER: Penny Young, 2 trumpeter Cottages, Trumpeter, Ilsington

BOOKINGS: Helen Meyer, Widgers Down, Ilsington, TQ13 9RR 01364 661286

BOOKING CONDITIONS FOR USERS OF ILSINGTON VILLAGE HALL and CAR PARK

The acceptance of these conditions constitutes a legal agreement of hire.

- **Key** Held at 16 Town Meadow, Ilsington
- **Rental** £ 6.00 per hour (including lighting, hot water and exclusive use of car park for the period of hire)
- **Electricity**
meters, (located inside cupboard inside wooden doors along with light switches), each taking £1.00 coins, for over head heating, wall heaters & Kitchen cooker. Lights switches for main toilets situated in electricity cupboard.
- **Payment**
Either pay when you return the key or an invoice will be mailed to you at the end of the month. Please notify the booking clerk of any change in times.
- **Advertising**
You may advertise your event on the notice board outside. Events involving live or amplified music must cease playing at 12.00 mid night
- **Fire precautions**
Locate fire extinguishers and notice where fire exits are. Please note fire regulations state 70 maximum number seated theatre style and maximum 120 for bistro style and standing. You exceed these numbers at your own risk.
Smoking in the hall is not permitted.
- **Equipment Stage** with changing area behind, stage lights 100 chairs (please stack facing the wall after use so they don't slide off): 12 trestle tables: 15 card tables under the stage **(if card tables are used for any other than playing cards please cover with plastic table cloths provided in the kitchen.)**
- **Kitchen equipment:** - **Fire blanket; First aid box** (with basic contents), 120 side and 120 dinner plates: 120 cups, 90 mugs, pint, half pint and wine glasses. Wall mounted kettle: tea towels; teapot; electric oven with ceramic hob; fridge; dish washer; small amount of cutlery; serving hatch.
PLEASE CLEAN and TIDY AFTER USE
- **Parking**
There is ample parking behind the Hall. Outside Lights should operate automatically. Other uses of the car park are at the users own risk and the management committee must be informed if users intend to skateboard etc in the car park. The car park is for your exclusive use during the period of hire (unless specifically agreed before the hire period)
- **Footwear** Stiletto shoes or boots must not be worn
- **Dimensions** Hall measurement height 10'4" (however lights drop 6" below this) length 34'6" with stage down, width 25'
- **Breakages** Please note all damage, breakage and theft of village hall Property and Property of other Hall users must be paid for and will be included in bill or deducted from your deposit. The caretaker inspects before and after use the hall. Full payment of rental and a deposit of £50 will be required prior to a letting for hirers aged under 21. This is at the discretion of the bookings clerk. Any lettings for use by under 21s require a responsible adult Steward to remain at the village hall during hire. The hall is situated in a residential area, please be sensitive to outside noise levels. Please sweep the hall after use and place full rubbish sacks inside the wheelie bin.

The premises have access and suitable toilet facilities for disabled people, the management committee encourages hirers of the hall to take into account the needs of disabled people.

Please leave the village hall, as you would wish to find it.