

# **LYMPSTONE VILLAGE HALL**

School Hill, Lymestone, EX8 5JY

## **Hirers' Guide**

*Version 20 – March 2019*

**Please read carefully.**

**Pass this information on to anyone else who will be in charge of opening the Hall and/or running your event.**

**If you have never used the Hall before we strongly recommend that you either have a prior visit to familiarise yourself with the facilities, or arrange to meet a member of the Management Committee there before your hire starts. See contacts on back page.**

We want your use of our Village Hall to be a really good experience. These notes should help you to know what facilities we have, what to expect, to understand what you must do before, during and after use, plus how to get further help and information.

Inside you will find:

- **Your booking** – what you need to know – page 2
- **A summary of our facilities** – page 3
- **Floor plan layout and facilities** – and where to find what – page 3
- **Keys and access** – getting in and locking up – page 4
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- **Contacts and help** – getting advice and dealing with problems – page 7

The hall is a charity and is run by volunteers, supported by a paid premises manager and paid cleaners. Our hard-working volunteers give many hours a month, including all booking and finance administration.

**Hall Booking line:** 01395 262640 (with answerphone)

Hall website: [www.lympstonevillagehall.co.uk](http://www.lympstonevillagehall.co.uk) see booking page for online enquiry / booking.

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### ***Cancellation***

The hall has a cancellation policy. If you wish to cancel the booking before the date of the event, you must tell the hall's booking coordinator as soon as possible and if asked confirm this in writing.

- Our cancellation charges are: 8 weeks prior to event - Full refund
- 4 weeks prior to event - 50% refund
- 2 weeks prior to event - 25% refund
- Less than 2 weeks - no refund

We reserve the right to cancel a booking in the case of force majeure – for example the premises being required as a polling station, or flood or fire. We will not be liable for any resulting loss in such a case.

**Emergency numbers: Don 07850 760688 / Miles 07843 735310**

## **Your booking – what you need to know**

Bookings can be made by individuals on their own account, or on behalf of voluntary organisations or companies. By booking Lypstone Village Hall, **you agree** to abide fully by our terms and conditions including our alcohol licence conditions. You can view our full terms and conditions on our website or by asking for a copy. Please ask if you are in doubt on any aspect (eg insurance).

### ***Hours of events***

The Hall consists of three letting areas (Main Hall, Function Room and Committee Room) plus Bar and Kitchen, one or both of which can be hired with the Main Hall, Function Room or both.

It may well be that if you are booking just one room that other parts of the Hall will be being used by others; if so please be considerate.

You will have booked the rooms you asked for, using the hours specified on the booking form and confirmed by us on the acknowledgement. Normally the room(s) will not be available to you before or after these times, and may be in use by other hirers – see our ‘Calendar’ on our website for information on who is using the hall. Be sure that you have allowed and booked enough preparation and clearing up time.

If you want to setup for an event ahead of time (for example on a previous evening), you **must** arrange this with the bookings coordinator. Similarly, if you want to arrange to clear the room the morning after a major event, arrange this with the bookings coordinator.

### ***Licensing***

The hall is licensed for public performances of various types and the main hall, function room and bar for the sale of alcohol by East Devon District Council (licence number PLWA0485). The licence is displayed at the hall and sets the hours we can open and imposes conditions on use, including sale of alcohol.

You must adhere to these conditions. In particular, if you are selling alcohol (as opposed to providing it free at a private party), you must have a bar licence from the bookings manager, notify us of the name of the responsible person who will manage the bar and adhere to the alcohol licensing conditions. The licence does not allow you to take alcohol outside the building or into the committee room.

We hold a Performing Rights / PPL licence to cover playing music at events – included in the hire charge.

### ***Insurance***

The hall carries its own insurance for its building and contents and for public liability up to £5m. This does not cover your own liability to guests or participants at a public event, and does not include insurance for any equipment or goods that you bring to the hall. We recommend that you do not leave valuable, movable items (eg disco equipment, bar stocks, wedding presents) unattended in the hall before or after an event, as we can accept no liability for loss or damage. We also do not accept any liability for damage or loss of or from vehicles left in our car park.

The following events require extra insurance conditions, to be arranged by hirer: bouncy castles, use of gym equipment and face painting. Ask us for details.

### ***Invoices and payment***

We reserve the right to ask for a deposit when you book, especially for large events and if this is your first booking of the hall. We will normally invoice you immediately after the event, to the individual and address given on the booking form. If necessary our invoice will include any charges to cover breakages, damage or other costs. The invoice will have our bank details for BACS payment, which we prefer. We expect payment within 14 days. Late payments incur an interest charge.

## Facilities available to hirers

The hall can accommodate and support a very wide range of activities and events and has a considerable amount of equipment which can be booked and made available to hirers, including:

- Tables – rectangular and round. A total of over 60 tables
  - Chairs – 180 padded chairs and 70 plastic chairs
  - Crockery and cutlery for at least 120 people
  - Glasses (wine, juice, beer), champagne flutes, water jugs, cups, saucers and mugs
  - Fridges (2) and freezer
  - Dishwasher and glasswasher (commercial 3 minute cycles)
  - Ovens (2), gas hob and warming cupboard; microwave
  - Dimmable lighting; party lighting (main hall) Disco light ball
  - Sound system (for use with phone / laptop)
  - Theatre lighting \*                      ➤ Cinema screen \*                      ➤ Projector\*
- \* Sound and AV facilities - these starred items require separate contact, prior booking and additional payment with booking line on 01395 262640.

The Gallery section of our website gives a number of views of the rooms showing layouts that can be used. We can offer specific advice on capacity for various seating layouts for larger events.

## What's included in your hire

Unless we specify differently, our charges include all utilities and use of all furniture. If you want to use our glassware you need to hire the bar. If you want to use our crockery and cutlery, you need to hire the kitchen. (An alternative is 'disposables-only' for childrens' parties).

Reasonable use of our recycling and landfill facilities.

The outdoor space (with sun awning) is hired with the Function Room.

## Decorating the rooms

You are free to decorate the rooms for your event, providing there is no damage to our decorations or fittings. We can make suggestions as to what works well. We provide steps and a tower trolley to reach the heights – ask for advice / tuition.

### **Safety**

If you are using the Hall for a public event **you** are responsible for the safety of your guests. This means being familiar with fire exits and switching on fire exit signs (switches by each sign above doors). For public events, you **must** make a public safety announcement (indicating exit routes and what to do in an emergency), designate a responsible person as fire marshal and keep aisles and exit routes clear and free from trip hazards. You should activate the porch lights after dusk.

No naked flames or smoke machines in the rooms. For larger events we will issue a safety briefing guide.

## **Practical matters**

### **Collecting the keys**

We will have supplied you with details of how to collect the keys. This will normally be from the post office counter in the village store during their opening hours, exchanging our voucher for the key, and returning it there afterwards. **No voucher = no key = inconvenience.**

### **Locking up afterwards**

It is very important that you check that all windows and outside doors, including fire doors and the storage container are closed and secured before you finally leave the premises. You should also make a check for any items left behind by your guests - we tell them that you are the first port of call for lost property. Please also be sure that fridges and the freezer have been emptied.

### **Lighting**

We have modern lighting with dimmable fluorescents in the main rooms —please read the notices beside the switches to understand how they work.

It's important that you put the porch light(s) on if it is dark, for the safety of your guests.

### **Heating**

The three main letting rooms have separate air-conditioning systems which heat or cool the air depending on season. These are preset to normal room temperatures. If you need to vary these, or have other problems, ring the contacts on back page.

### **Ventilation**

We have two remotely controlled roof vents in the main hall. You do not need to adjust the control for this.

### **Lost property**

If found by our cleaners, is put in large plastic box on top of fridge in kitchen. Ring booking line for assistance.

### ***Cleaning, rubbish and recycling***

Please mop up spills promptly - especially from chairs and the wooden floor of the main hall. Use blue paper towel roll found in kitchen.

We ask that you leave the hall as you find it – and clean up by sweeping and/or vacuuming. **Equipment** is in a marked cupboard in the corridor between the main hall and function room. You must put landfill waste into tied black bags and put them in the wheelie bin in the car park. Black sacks for this are in a cupboard under the small sink in the kitchen. Please minimize waste and take cardboard and other containers off-site when you leave. You must take food waste away off-site with you - use the blue bin and a compostable sack. Glass and cans should be placed in recycling bins and bags provided by EDDC in the hall car park – this works like the EDDC domestic scheme.

## ***Chairs:***

There are 150 stackable and linkable chairs which are used in the main hall and function room. You will probably find enough in the room you are hiring; there may also be some stacked in the bar. There are two trolleys to move them about; please take care, especially going from room to room or if there are children about. They normally stack 8 high for storage. Please return them to where you found them. The committee room has its own wider stacking chairs.

*(if you are hiring in different furniture for eg a wedding, our chairs will need to go into the storage container once any tables you need are removed.)*

*We also have older plastic chairs for outside use. Please ask — they are normally stored locked away.*

## ***Tables:***

Most tables are stored in the storage container outside; the key is on a hook in the kitchen, below the microwave, and fob is marked 'Table Store'. The count and capacity of our tables is:

- 9 lightweight trestle tables are in the cleaners cupboard on the rear corridor. There are a further 24 good quality trestle tables in the storage container. Trestle tables seat 6 (at sides only) or 8.
- Round tables seat 4 or 5—there are 16 of these in the container.

Round tables consist of a top and separate legs. To assemble put the top upside down on the floor and push the legs into the 4 clips.

***The Committee Room*** has its own furniture - 8 5' x 2'6" trestle tables and 36 stackable chairs.

## ***Sun awning:***

The patio outside the function room has a large retractable sun awning. This is electrically operated—ask us to demonstrate if you want to use it. It **must** be left fully retracted. Do not use at all in rain or high winds. The patio and sun awning are available if you hire the function room.

## ***Wifi***

Good coverage in hall; see signs in each room for codes

***First Aid*** – cupboard in main hall, kits in kitchen and committee room. Security tagged to ensure contents are available.

## ***Ladders***

On stage (large one behind rear curtains. Read safety instructions. Use with 2 people. Also small steps beside freezer in bar (to reach high glasses and plates)

# Lympstone Village Hall – Access & Facilities

Disabled access: ramped access via porch into Main Hall  
 Flat access into Function Room at side via fire door.  
 Disabled toilet. NB Committee Room access has steps

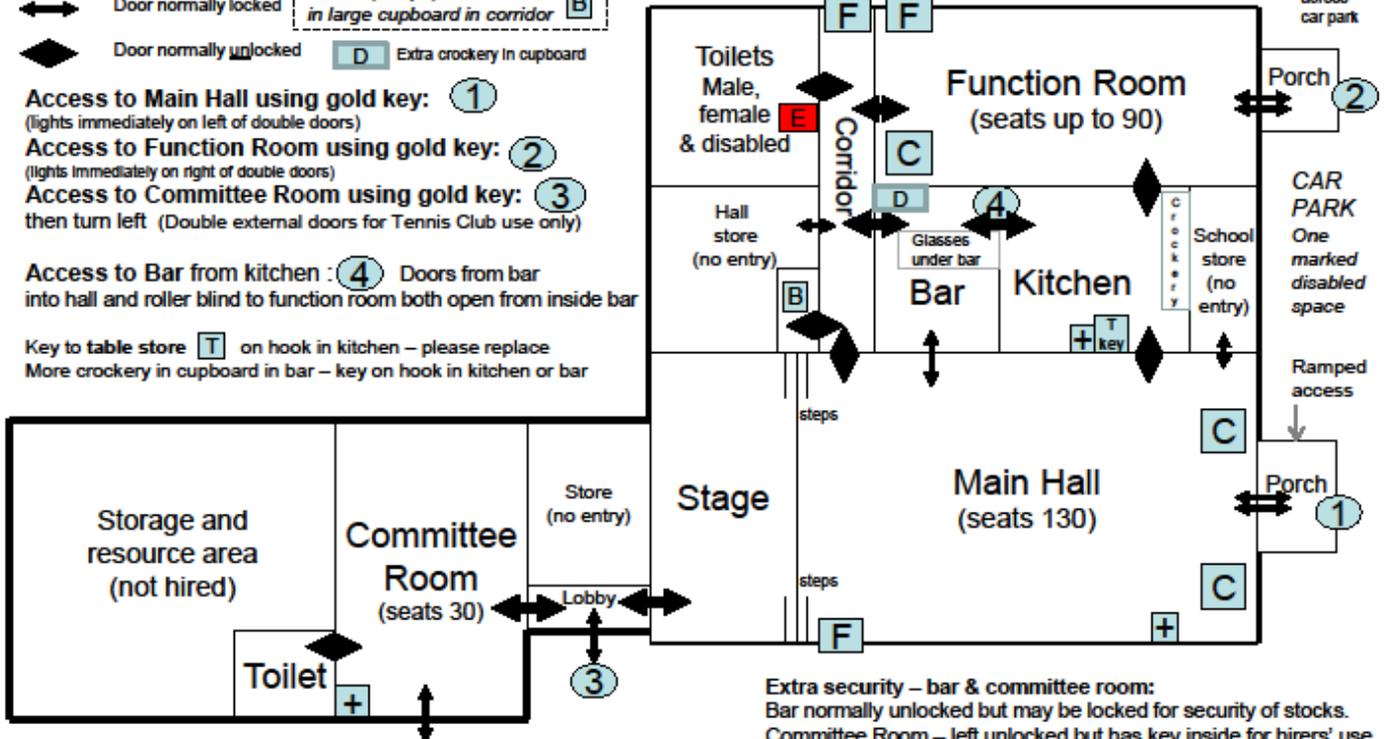
- T** Trestle & round tables – most are in external container. In cupboard at **B** there are 9 light-weight trestle tables
- C** Locations to store padded chairs + 2 x chair trolley. (Extra chairs may be in bar)
- F** Push-bar Fire door
- +** First aid boxes
- B** Door normally locked
- D** Extra crockery in cupboard
- E** Emergency telephone
- W** Wheeled waste bin + glass / can banks across car park

Cleaning equipment – vacuum, brooms, mops, brushes etc in large cupboard in corridor **B**

Kitchen has 2 x electric oven, gas hob, hot cupboard, instant hot-water boiler, microwave, double sink, dishwasher, full size fridge + cold drinks cabinet (in bar)

Table Store (external) **T**

- Access to Main Hall using gold key: **1**  
 (lights immediately on left of double doors)
  - Access to Function Room using gold key: **2**  
 (lights immediately on right of double doors)
  - Access to Committee Room using gold key: **3**  
 then turn left (Double external doors for Tennis Club use only)
  - Access to Bar from kitchen: **4** Doors from bar into hall and roller blind to function room both open from inside bar
- Key to table store **T** on hook in kitchen – please replace  
 More crockery in cupboard in bar – key on hook in kitchen or bar

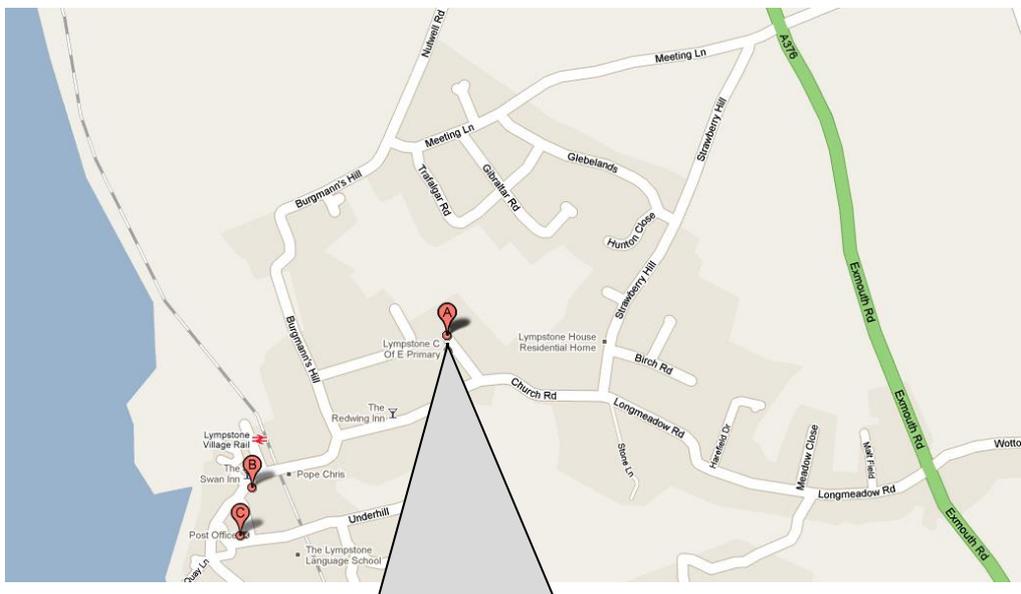


Extra security – bar & committee room:  
 Bar normally unlocked but may be locked for security of stocks.  
 Committee Room – left unlocked but has key inside for hirers' use

Revised January 2018

TENNIS COURTS

Location map  
 School Hill  
 Lympstone  
 EX8 5JY



Lympstone Village Hall is located up the steep hill behind Lympstone Parish Church. Best route from outside the village is to turn off A376 at Saddlers Arms (traffic lights) Keys from Post Office at point 'B' on map.

Emergency numbers: Don 07850 760688 / Miles 07843 735310

## ***Travel & parking***

### ***Travel and parking***

**By train:** the Hall is close to the A376 and Exeter to Exmouth railway - about 7 minutes walk from Lymptone Village station - see map.

**By bus:** The Hall is also about 10 minutes walk from the 57 bus route which stops at the Saddlers Arms.

**By car** - see map. For Satnav users the postcode is **EX8 5JY**.

We have one designated disabled parking space and an access ramp into the main hall.

Note that vehicles larger than a minibus cannot readily access the hall. We have parking for a total of 40 vehicles, but note that some spaces may be in use by other users, and users of the adjacent school and tennis courts.

If you expect a particularly large number of vehicles, please tell us so that we can reserve enough spaces.

## ***Checklist before arrival***

If you are unfamiliar with the hall you should ask for a 'walk through' of the details of the kitchen appliances etc shortly before your event. Much better for us and you to ask questions beforehand! than have a problem on the day. Depending on your event you may need some or all of these:

- ⇒ People to move and set out furniture
- ⇒ Decorations
- ⇒ Signs. Please do not fix to painted surfaces, to avoid damage and costs
- ⇒ Bar equipment – corkscrew, large container for empty bottles
- ⇒ Washing up supplies (including teatowels which are needed even if using dishwasher)
- ⇒ Ladles and other non-standard cutlery
- ⇒ Tablecloths, napkins etc
- ⇒ Other items as appropriate.

You will need the **Keys** - read instructions carefully for collection from Post Office counter at village shop ("Central") by railway bridge. Open 7am — 9pm, 7 days a week.

## ***Problems during hire***

Occasionally hirers run into difficulties (eg blocked drains, tripped fuses or other problems). Follow instructions provided on signs and if you cannot solve it, use the contact list below to seek immediate assistance.

**Room temperatures** will have been preset in winter. We have remote access to the airconditioning system. Please do not 'fiddle' with the controls unless you are sure you know what you are doing. If the temperature is wholly unsatisfactory, call in the first instance Miles Freeman on **07843 735310**