

# OUR HIRER GUIDE

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## WELCOME TO LYMPSTONE VILLAGE HALL



- School Hill, Lymphstone, Exmouth, EX8 5JY
- [www.lympstonevillagehall.org.uk](http://www.lympstonevillagehall.org.uk)
- Book or enquire call 07565 859907 or email [enquiries@lympstonevillagehall.org.uk](mailto:enquiries@lympstonevillagehall.org.uk)
- Registered Charity No: 1187640

**We are very proud of our Village Hall  
which has been serving the Lympstone  
Community since 1933.**

**We are home to many Village Groups  
and Societies, Village Events & Productions  
and Celebrations.**

**We thank you in advance for taking care  
of our Hall during your hire.**

**Please use this Hirer Guide as a reference  
to help you with your planning  
to ensure your event is a great success.**

**We particularly draw to your attention to  
our special requests detailed on Page 4.**

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## INTRODUCTION

Thank you for choosing Lympstone Village Hall for your event. This handbook provides detailed information to help you plan your event, and is your guide to ensure that you have all the details needed to make your event a great success on the day. It aims to answer as many questions as possible to help you plan your event, however please get in touch if there is anything else we can help with. For one-off hire you will have a nominated volunteer Trustee to contact with any queries.

For one-off hire on the day of your event a member of our team will meet you at the beginning of your hire to answer any questions and take you through our Health and Safety briefing. If you are not planning to be at the venue at your event start time please contact us in advance to arrange an alternative time for your briefing. **Your key will be issued at this briefing.**

Even if you are very familiar with the Hall some things may have changed since your last hire, and you are very welcome to book a visit before the date of your event or we can arrange for one of our Trustees to meet on the day of your hire. We are continually improving and upgrading our facilities. Our hall is now fitted with a UV air sanitisation system which cleans germs from the air.

## YOUR EVENT TIMINGS

Please ensure you have booked sufficient time for setting-up and clearing-down your event. As we are such a busy Hall, we do require our hirers to keep to the times they have booked. For larger evening events on Fridays or Saturdays it may be possible to book a slot the following morning to clear-down.

## CHANGING YOUR BOOKING OR ARRANGING A VISIT

Please first check availability on our online calendar at <https://www.lympstonevillagehall.org/calendar>

and EMAIL: [enquiries@lympstonevillagehall.org.uk](mailto:enquiries@lympstonevillagehall.org.uk)

For booking changes you will receive an acknowledgement with a revised Bookings Acceptance.

## CANCELLING YOUR BOOKING

Please EMAIL: [enquiries@lympstonevillagehall.org.uk](mailto:enquiries@lympstonevillagehall.org.uk)

You will receive an acknowledgement.

The following cancellation charges will apply:

- Up to 8 weeks prior to event - Full refund
- Up to 4 weeks prior to event - 50% refund
- Up to 2 weeks prior to event - 25% refund
- Less than 2 weeks - no refund is given

## SOME SPECIAL REQUESTS

We ask that you take special care of our Hall during your hire. In particular we request that:

- You leave it as you find it. Cleaning materials are located in the cupboard in the corridor adjacent to the Main Hall.
- Please do not roll or drag heavy items over the Main Hall wooden floor.
- Please wipe up any spills.
- If you are putting up decorations, to avoid damage please avoid fixing to the painted surfaces.
- We ask that hirers are mindful of our close neighbours late at night. Loud live music should finish by 11pm and we ask that from 11pm until midnight any music is played at a reasonable volume.
- Please do not arrive before your booking time, or leave late. We use time in-between bookings to carry out maintenance and cleaning.
- At the end of your hire, please ensure everything is switched off (unless labelled do not switch off!) and all windows and internal doors are closed.
- If you have used the Community Room awning please retract it.
- If you are using our audio-visual equipment, please also check that it is switched off, screens are retracted and that remotes and cables are returned.
- Our closing-down checklist is included at the end of this guide (Appendix 1).

## LICENCING

- The Hall is licenced for public performances of various types.
- We hold a Performing Rights/PPL licence to cover playing music at events and this is included in the hire charge.
- East Devon District Council (licence number PLWA0485) licences the sale of alcohol in the Main Hall, Community Room and Bar. This is detailed in our Terms & Conditions and displayed in the hall corridor and sets the hours we can open and imposes conditions on use. Events must close by midnight (22:30 on Sundays).
- If you are selling alcohol (as opposed to providing it free at a private party), you must notify us of the name of the responsible person who will manage the bar and adhere to the alcohol licencing conditions. The licence does not allow you to take alcohol outside the building or into the Meeting Room.
- We are licenced for wedding ceremonies in the Main Hall and the Community Room.

## INSURANCE

- The Hall has buildings and contents insurance and Public Liability insurance up to £10million.
- Our insurance does not cover hirers' own liability to guests or participants in a public event, and does not cover any equipment or goods a hirer brings into the Hall. The only exception to this is that the Hall does hold a hirers £2m public liability extension that applies only when the following criteria are met:
  - i) no insurance is held elsewhere,

- i) The event is non commercial,
- ii) no excluded activities are carried out,
- iii) The activity provides a benefit to the local community.

Please ask for details.

- We do not accept any liability for damage or loss from vehicles left in our car park.
- The following events require extra insurance conditions to be arranged by the hirer: bouncy castles, use of gym equipment, and face painting. Please ask us for details.

## HEALTH & SAFETY

As the hirer you are responsible for the health, safety and welfare of all those who attend your event and you need to conduct your own Risk Assessment.

- If you are providing **food and refreshments** you, the hirer, are responsible to ensure that this is done safely and that those involved in food preparation and handling have the appropriate knowledge or qualification. Online courses are available for example, Level 2 Award in Food Safety in Catering. We particularly draw your attention to:
  - Minimum requirements for the reheating of food prepared off site (time and temperature) to avoid any risk of food poisoning.
  - Cross contamination issues.
  - Allergens and food intolerances and the requirement to notify all guests or attendees of allergens.
  - Personal hygiene.
- If you are **providing alcohol** at your event, you the hirer are responsible to ensure that:
  - Alcohol is managed by a responsible person.
  - No under-age drinking is permitted. If anyone appears to be under 18 they should be asked to prove their age by showing age verification ID for their date of birth to be verified (Cards bearing the PASS hologram, photocard Driving Licence, Passport)
  - No over consumption of alcohol should be allowed for health and public nuisance reasons.
  - If you are **selling alcohol** you, the hirer, must provide the name and contact details of the person responsible for the bar at least one week in advance of their event in order for us to issue a licence. You must display your pricing (there is a chalk board in the bar for this purpose) and the weights and measures of your servings. Our glasses are line marked and our standard wine glass is 175ml.
- **FIRST AID**
  - First aid kits are provided in the Main Hall, the Kitchen and the Committee Room: just break the seal. Please record any incident on the record sheet in the box. Forms are also available in the kitchen if your incident does not require use of the first aid kit.



- Our **defibrillator** is located on the outside wall just around the corner from the entrance to the Main Hall, follow the instructions of the Operator.



**The building has:**

- Fire exit signs** which are automatically illuminated from 08:30 until 00:30.
- Smoke detection systems** that will sound the alarm in the event of fire.
- Break-the-glass manual fire alarm** points located at each exit door. If a fire is seen, break the glass to sound the alarm. **This will NOT automatically call the Fire Service.**
- Escape routes** (shown in yellow), please note some of the escape routes have steps
- Doors:** some internal doors can be held open by automatic mechanisms. If the fire alarm sounds these will automatically release to close the doors.



- **FIRE**

- Fire extinguishers** are located throughout the premises. They should only ever be used if safe to do so. NB Do not use foam on an electrical fire, CO<sub>2</sub> extinguishers are provided for that purpose.
- First aid kits** located in the Main Hall, Kitchen and Meeting Room.
- A **defibrillator** is located on the outside wall of the hall facing the tennis courts.
- The **fire assembly point** is by the large tree at the entrance of the car park. If the alarm sounds everyone should assemble here for a roll call



We continually monitor our Fire Safety. Our fire alarm system is checked weekly and is professionally maintained. We carry out routine checks to ensure there is no combustible storage in any public area and that there are no obvious fire hazards in or around the building. A member of the LVH team will be notified and attend the hall if the smoke alarms or manual call points operate.

**Before the event you should allocate key roles in case of emergency. You should decide if you or someone else will:**

- **If the fire alarm sounds:**
  - manage the safe evacuation of everyone, including those especially at risk, such as contractors, those with disabilities and children to the fire assembly point
  - account for the safety and whereabouts of all those attending, taking a roll call if necessary and ensure those with special needs and children are cared for

- **If a fire is seen:**
  - a) activate the Manual Fire alarm point,
  - b) call the Fire Service, dial 999
  - c) meet the fire Service on arrival and notify them of anyone unaccounted for and any other known risks
- **If there is a medical emergency** NB Defibrillator on outside wall
  - a) be responsible for first aid
  - b) call an ambulance if there is a medical emergency

### **Before admission of the public you must:**

- walk the internal and external escape routes to ensure that they are unobstructed and corridor lights are on.
- check all exit doors are unlocked.

*If exit signs are not illuminated or you see any obstruction to exit routes or anything that could be a fire hazard please contact our Premises Manager immediately.*

### **At the start of your event you must inform your attendees of:**

- the need to immediately leave the building if the fire alarm sounds.
- the location of exits, escape routes and the fire assembly point.
- the need to account for all attendees at the assembly point.

### **During the event or function you should ensure that:**

- escape routes and exits do not become blocked.
- no naked flames are allowed (including candles). Dry ice or smoke machines are not permitted.
- rooms do not become overcrowded, maximum numbers are detailed in the Hirer Guide.
- noise levels must not be such that they might drown out the fire alarm.

### **After the event you should:**

- Follow our End of Event Checklist which includes Fire Safety measures.

- **MARAUDING TERRORIST ATTACK – WHAT YOU SHOULD DO**

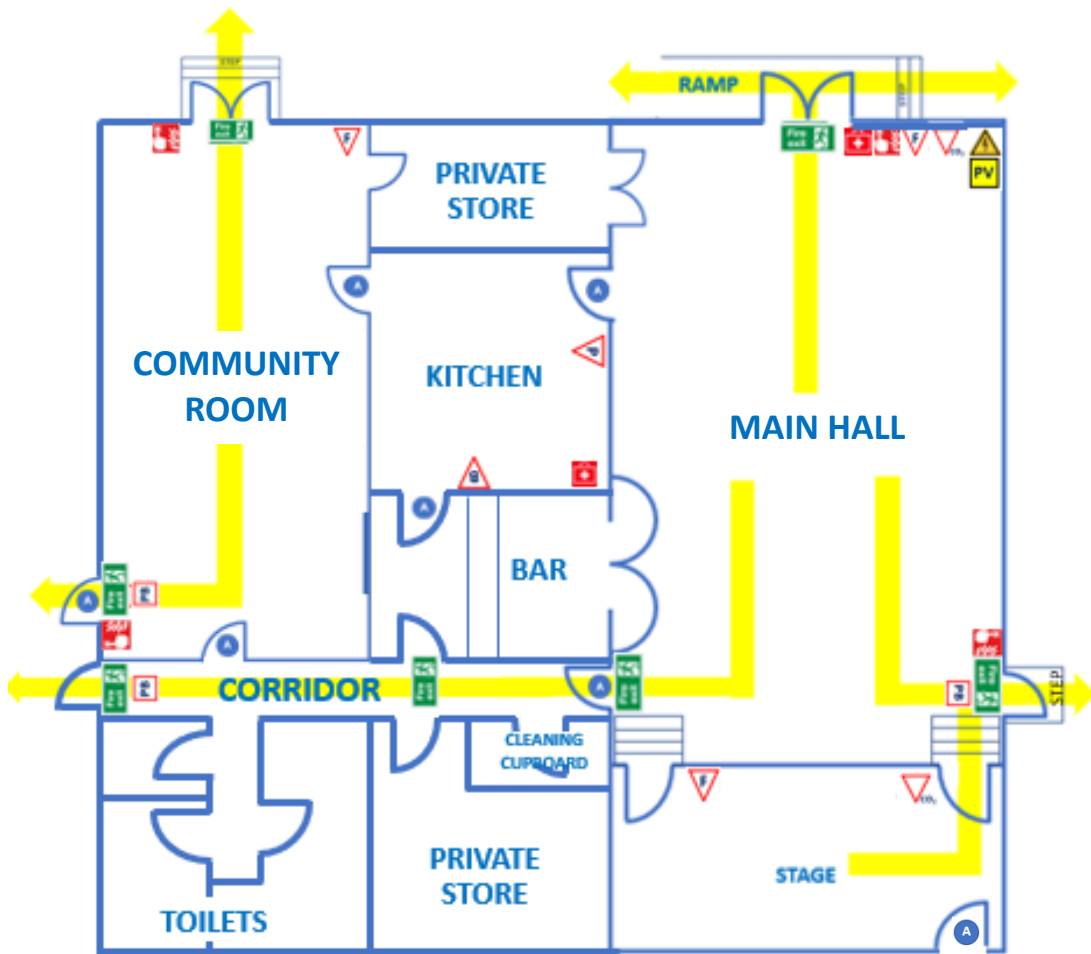
Whilst MTA attacks are rare, in the unlikely event of such an attack, it helps to be prepared. Should such an attack occur, remember the words: **Run. Hide. Tell.**

- **UV AIR SANITISATION**














A UV air disinfection process is fitted within the air conditioning system in all three lettable rooms. Having been exposed to UV light, dispensed air from each of our five units is free from all bacteria, virus, moulds and odours. Our system will be switched on before your hire to purify the air before you arrive. During your hire it will continuously pull air up and into the unit(s), achieving at least one complete air change every hour.

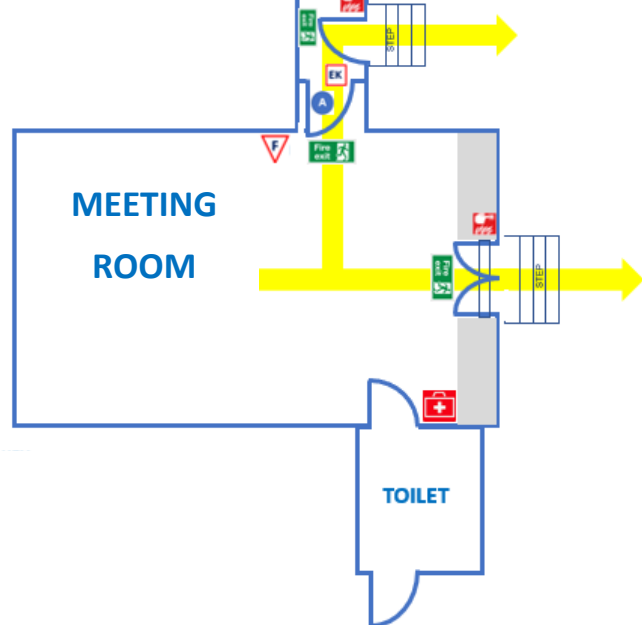


# FIRE SAFETY PLAN



## KEY

-  FIRE EXIT
-  MEANS OF ESCAPE
-  PUSH BAR TO OPEN
-  MANUALLY OPERATED CALL POINT
-  FOAM EXTINGUISHER
-  CO<sub>2</sub> EXTINGUISHER
-  POWDER EXTINGUISHER
-  FIRE BLANKET
-  AUTOMATIC SELF CLOSING DEVICES
-  EMERGENCY KEY
-  ELECTRICAL SHUT OFF
-  PV CELLS CONTROL
-  FIRST AID BOX



**ASSEMBLY POINT ON GRASS BY LARGE TREE AT CAR PARK ENTRANCE**

## NOTE

1. Emergency lighting throughout
2. Fire action notices by all doors
3. External doors have external lights
4. Fire hydrant on School Hill approx. 20m down from car park entrance

## OUR POLICIES

- You, the Hirer are responsible for all **safeguarding** measures for the period of your hire to ensure that all young people and vulnerable adults are protected. Groups which serve the under 3's, 3 - 5 and 5 - 11 age groups should follow the Ofsted guidelines for levels of supervision.

<https://www.gov.uk/government/publications/ofsted-safeguarding-policy>

- Our **Safeguarding Policy** is available on our website. This includes safeguarding procedures, in case of an incident what records should be kept and who to contact.

<https://www.lympstonevillagehall.org.uk/wp-content/uploads/2022/01/LVH-CIO-SAFEGUARDING-POLICY.pdf>

- The Hall also has a policy for **Lone Working** which can be found on our website. If at any time during your hire you or any of your helpers or suppliers are in the building alone then our lone working policy should be followed. (This includes the locking of external doors to avoid unauthorised visitors (ensure knowledge of the layout of our push bar fire exits is communicated), avoiding dangerous activities like climbing ladders to decorate the rooms and ensuring that a third party is aware of their lone presence at the Hall, so that if they fail to return at an agreed time then their absence can be promptly investigated)

<https://www.lympstonevillagehall.org.uk/wp-content/uploads/2022/01/LVH-CIO-LONE-WORKING-POLICY.pdf>

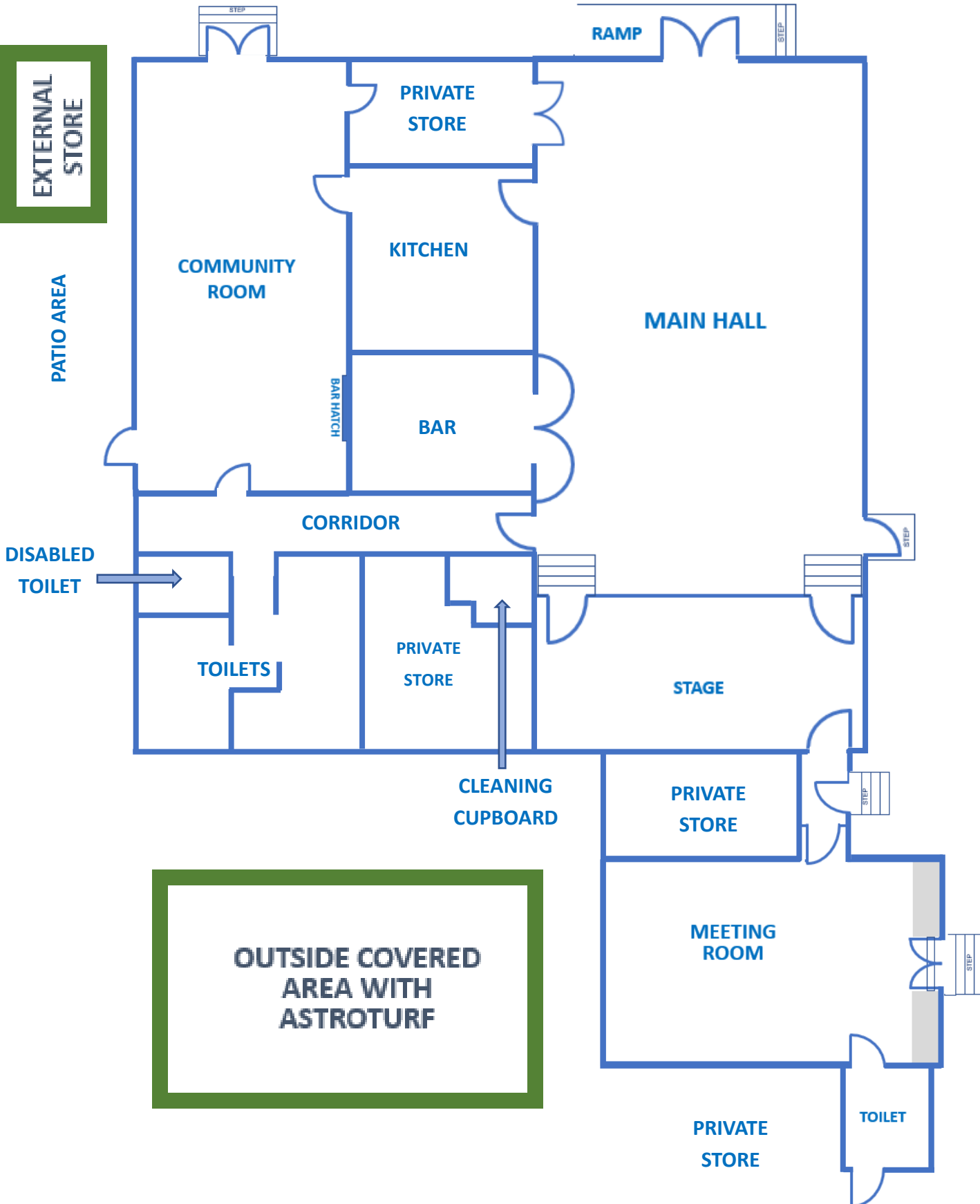
- A copy of our **Environmental and Ethical Policy** can be found on our website <https://www.lympstonevillagehall.org.uk/wp-content/uploads/2022/01/LVH-CIO-ENVIRONMENTAL-AND-ETHICAL-POLICY-May-2021.pdf>

- A copy of our **Complaints Policy and Procedure** can be found on our website <https://www.lympstonevillagehall.org.uk/wp-content/uploads/2022/01/LVH-CIO-COMPLAINTS-POLICY-May-21.pdf>

- A copy of our **Data Protection** policy can be found on our website <https://www.lympstonevillagehall.org.uk/wp-content/uploads/2022/01/LVH-CIO-DATA-PROTECTION-POLICY-PROCEDURES-Sept20.pdf>

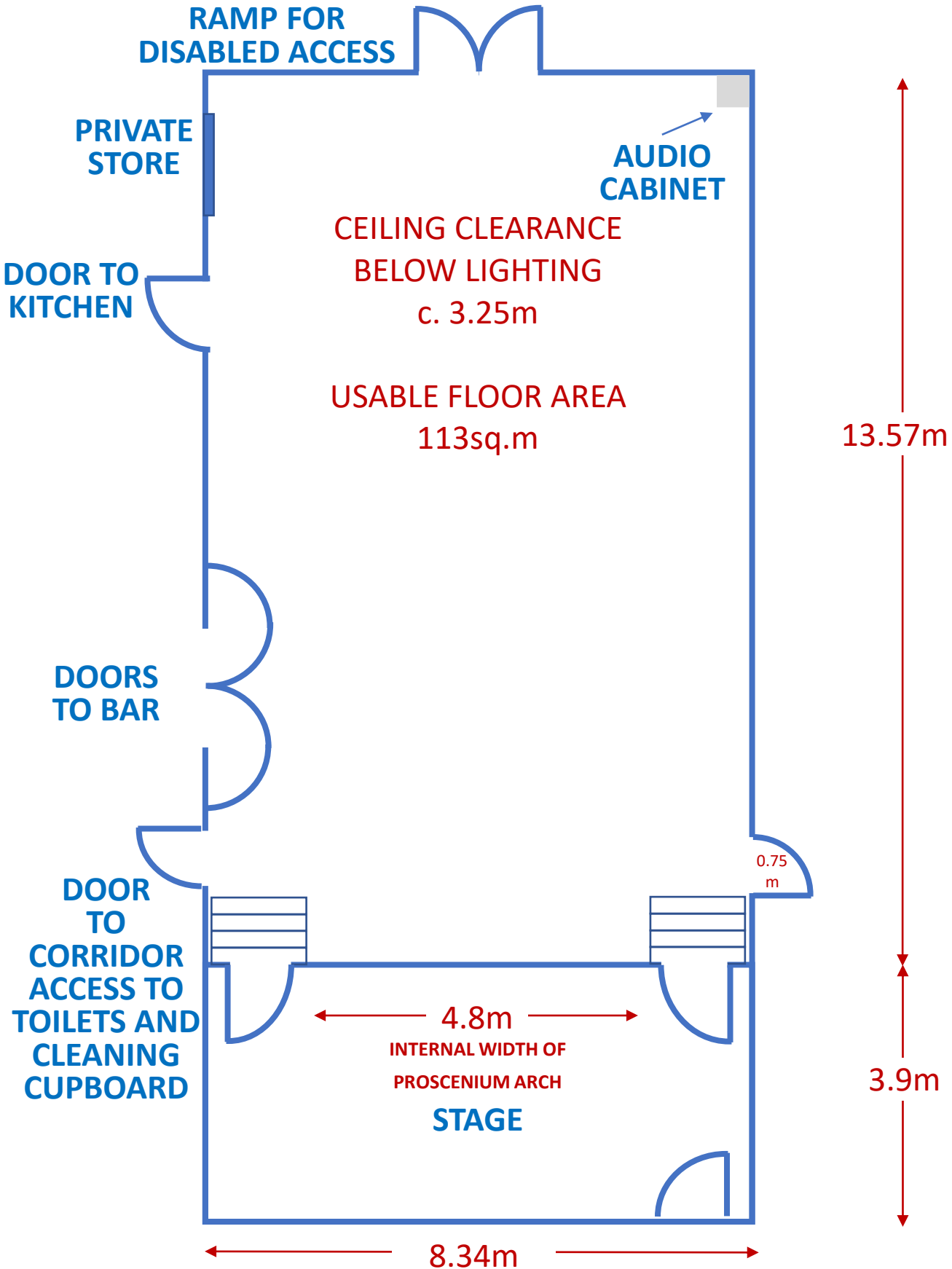
# PLAN OF OUR BUILDING

CAR PARK



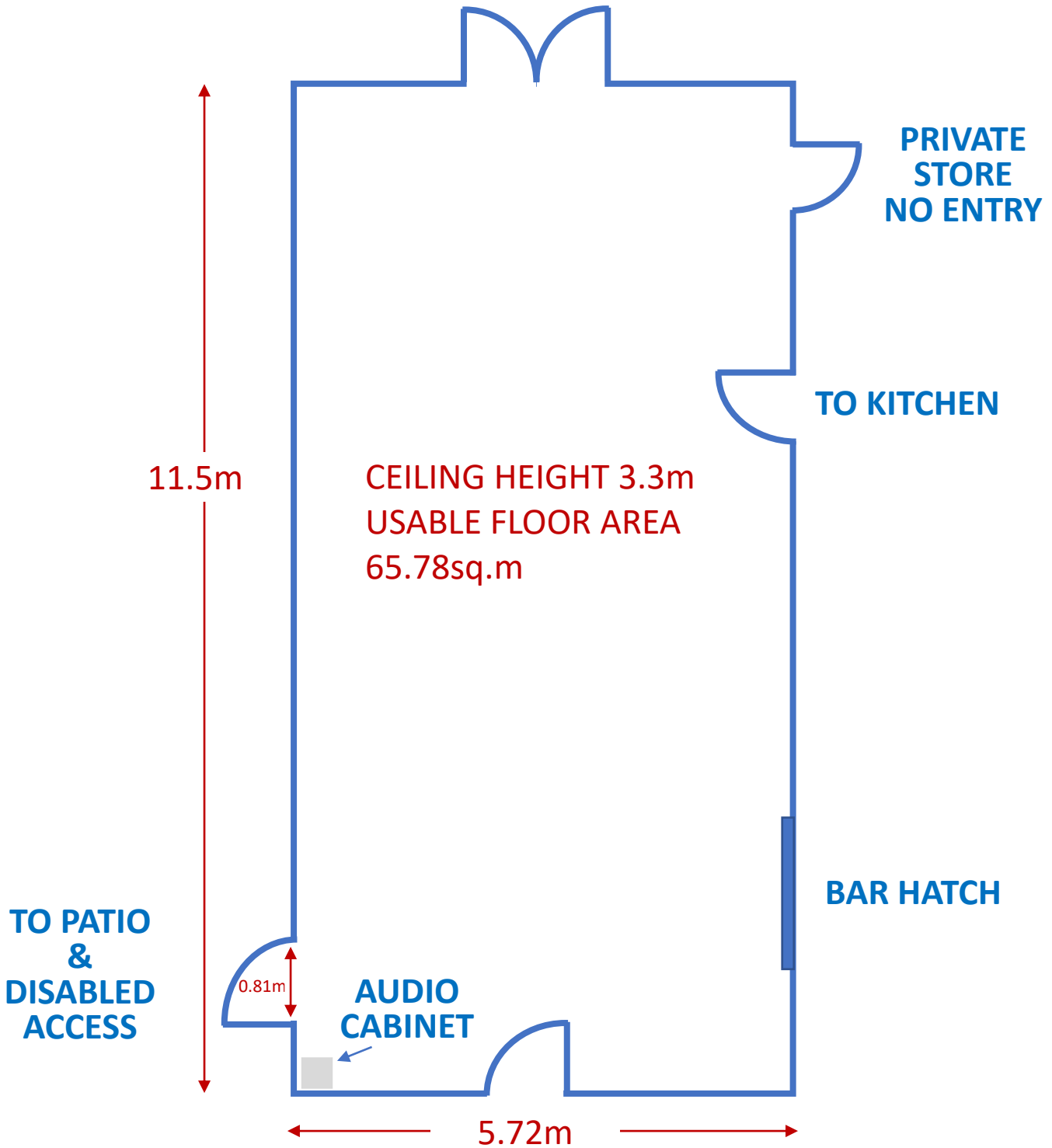
# MAIN HALL

MAIN ENTRANCE  
FROM CAR PARK



# COMMUNITY ROOM

MAIN ENTRANCE  
FROM CAR PARK



PRIVATE  
STORE  
NO ENTRY

TO KITCHEN

11.5m

CEILING HEIGHT 3.3m  
USABLE FLOOR AREA  
65.78sq.m

BAR HATCH

TO PATIO  
&  
DISABLED  
ACCESS

0.81m

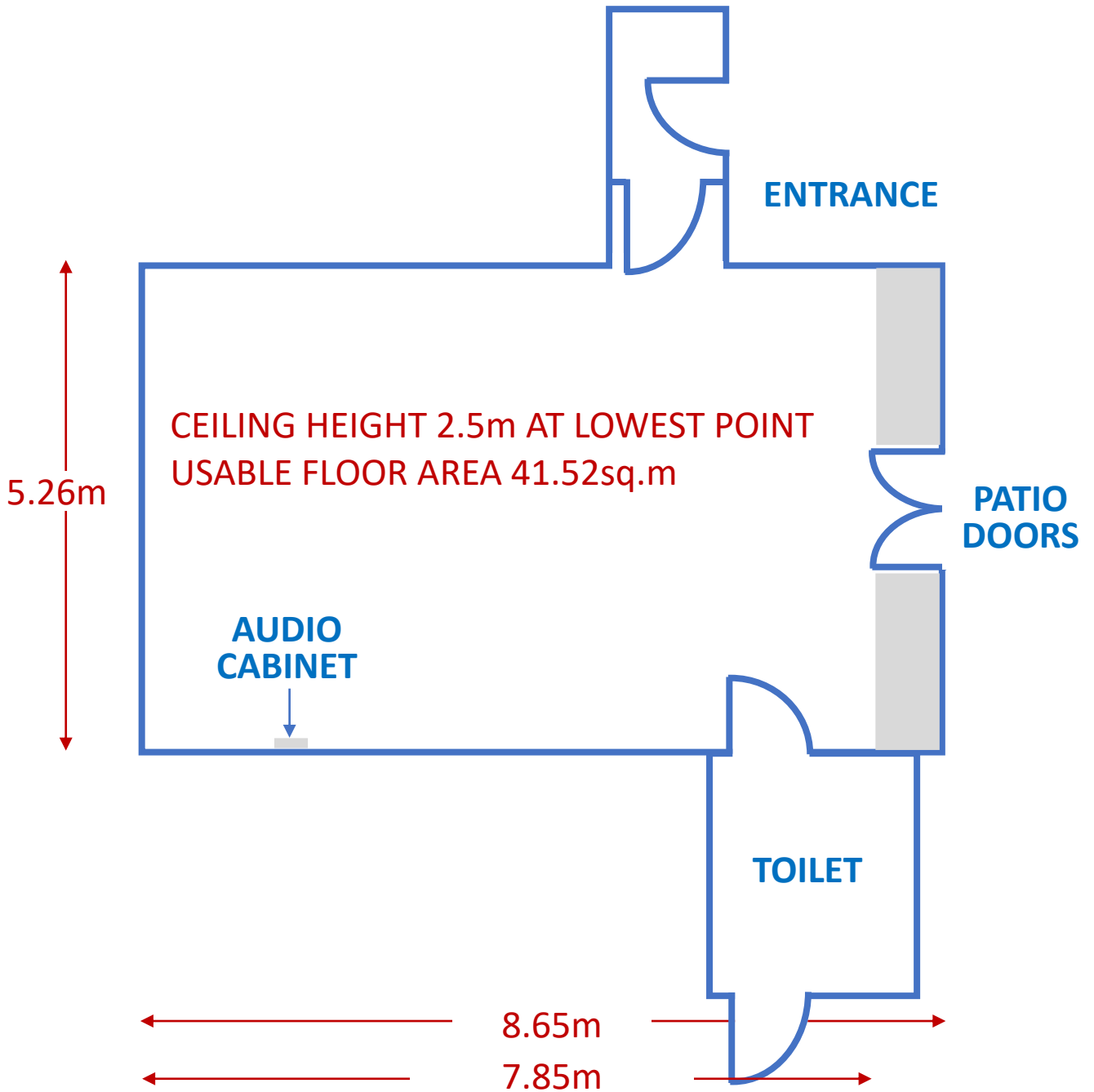
AUDIO  
CABINET

5.72m

TO CORRIDOR AND TOILETS

This door must be locked when the projector screen is down with access to the toilets via the patio

# MEETING ROOM



**ROOM SPECIFICATIONS AND EQUIPMENT** To help you plan your event the following is a comprehensive guide to all our lettable areas and the equipment that is available to you.

	MAIN HALL	COMMUNITY ROOM	MEETING ROOM
<b>ROOM DIMENSIONS</b>	8.3m x 13.5m plus raised stage area 8.3m x 3.9m, 0.9m from floor. Internal width of Proscenium Arch 4.8m Ceiling clearance to base of mirror ball 3.5m	5.6m x 11m Ceiling height: 3.3m	4.7m x 8.8m Ceiling height: 2.5m at lowest point, 3m at highest point
<b>MAXIMUM ROOM CAPACITY</b> See our room layouts included in this document	Theatre Style: 142 Dining: 104 Dining inc. stage: 128 Standing: 200	Theatre Style: 90 Dining with buffet: 65 Standing: 130	Boardroom style: 20 Dining: 41 Theatre style: 48 Standing: 60
<b>AIR CONDITIONING</b>	YES	YES	YES
<b>WI-FI</b>	YES See poster display	YES See poster display	YES See poster display
<b>BLACKOUT</b>	YES	YES	YES
<b>AV FACILITIES</b>	5 input plug & play audio system incl graphic equaliser Sound relay to other rooms Ceiling mounted projector Motorised screen AV connections from stage and back of room Tie clip & hand-held microphones on request	3 input plug & play audio system Ceiling mounted projector Motorised screen* Tie clip and hand-held microphones available on request	3 input plug & play audio system Ceiling mounted projector Motorised screen On stage performance audio relay
<b>LIGHTING</b>	Strip lighting, 4 dimmable presets, fairy lights, glitter ball, pin spots. 4 additional presets for various settings. Stage lighting and DMX controllable lighting rig.	4 pre-sets, dimmable	4 sets of lights
<b>FLOORING</b>	Wooden floor, carpet by entrance	Carpet	Carpet
<b>LICENCE FOR SALE OF ALCOHOL</b>	YES	YES	NO
<b>WHEELCHAIR ACCESS</b>	YES	YES via side door	NO

\* When in use the door behind the screen must be locked with access to the toilets via the patio

	MAIN HALL	COMMUNITY ROOM	MEETING ROOM
OTHER		<p>Access to patio and garden with sun awning and outside lights. (Switch for outside light located in corridor by fire exit).</p> <p>Outside enclosed and covered area with Astroturf section, power and lighting.</p>	<p>Kitchenette with kettle, water heater, glasses, plates, mugs and cutlery.</p> <p>Wall mounted whiteboard</p> <p>Coat hooks</p> <p>Toilet/washroom</p>

## TABLES AND CHAIRS

TABLES	<p><b>STORED IN THE CLEANING CUPBOARD (Same lock as external doors)</b></p> <p>9 lightweight trestle tables 6' x 2'3" (1.82m x 0.69m). Ideal as buffet tables.</p> <p>2 lightweight small folding tables 3' x 2'3" (0.91m x 0.68m) Ideal as side tables.</p> <p><b>AVAILABLE FOR MEETING ROOM</b></p> <p>8 laminate topped tables 5' x 2'6" (1.5m x 0.76m)</p> <p><b>STORED IN OUR EXTERNAL SECURE STORE (Key kept on hook in kitchen)</b></p> <p>24 wooden topped trestle tables 6' x 2'6" (1.83m x 0.77m). Seat 8 if stand-alone.</p> <p>16 round wooden topped tables 3' diameter (0.9m). Seats 4-6.</p> <p>10 Exam Tables .61m x .61m</p> <p>10 Formica Tables 1.52m x .76m <b>FOR OUTDOOR USE ONLY</b></p>
CHAIRS	<p>For Main Hall and Community Room: 138 charcoal grey stacking chairs (linkable)</p> <ul style="list-style-type: none"> <li>- Main Hall 42 chairs stored at the back of the room</li> <li>- Community Room 24 chairs stored at the back of the room</li> <li>- Additional chairs are stored in our Secure Store and will be provided on request</li> </ul> <p>For Meeting Room: 47 stacking chairs</p> <ul style="list-style-type: none"> <li>- Standard set- up for room is a hollow square with 16 chairs</li> <li>- Addition chairs are stored in the old changing room area at the rear of the building</li> </ul> <p>For outside 45 plastic chairs</p>



## OUR KITCHEN & BAR

Below is a list of the equipment available for use when you hire our Kitchen and Bar. We provide washing-up liquid, washing-up cloths, and food waste and bin bags. *Please note that we **DO NOT PROVIDE**: cooking pans and utensils, corkscrews, tablecloths, napkins or tea towels.*

If you intend to sell alcohol at your event you will require a bar licence, please contact our booking team.

	EQUIPMENT	CROCKERY/CUTLERY/GLASSWARE
<b>KITCHEN</b> 5m x 3.9m	3min cycle commercial dishwasher 2 commercial sinks 1 hand wash sink Refrigerator 1 microwave Water boiler (150 cups per hour) 2 electric ovens 5 ring gas hob with extractor Large warming drawer	Minimum of 120 large plates, medium plates, side plates, dessert bowls, cups, saucers, mugs Minimum of 120 large & small knives, large & small forks, dessert spoons, teaspoons 10 large serving spoons, 30 small ones 50 cake forks, 60 soup spoons 15 milk jugs, 14 sugar bowls 6 trays 20 plastic ladles 20 glass salad bowls, 11 bread baskets 18 large & 22 shallow serving bowls 60 crisp and nut china bowls 4 stainless steel tea pots and 1 large milk jug and sugar bowl
<b>BAR</b> 3.7m x 3.6m	Freezer and Drinks cold cabinet Glasswasher Water boiler Sink	150 x 175ml wine glasses, highball, pint and champagne flutes 15 water jugs Crockery & cutlery



## TOILETS

<b>TOILETS</b>	Separate male, female and disabled toilets with baby changing facility
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## OUTDOOR FACILITIES

<b>CAR PARK</b>	Capacity for 40 cars, unfortunately large coaches cannot get through the gateway
<b>OUTDOORS</b>	Patio area with fixed seating, sun awning and outside lighting. (Lighting switch in main corridor by fire exit.) Enclosed covered area with Astroturf, power and lighting. Grassed area. Outside tap.

## **OTHER INFORMATION ABOUT OUR VENUE**

### **AIR CONDITIONING & HEATING**

- The system is automatically pre-scheduled to maintain a temperature of 21°C.
- You are welcome to adjust the temperature, using the up and down cursor on the display unit on each room. Please return it to the original setting when you leave.
- Please do not adjust any other settings, as this can cause problems for subsequent users.
- Our 5 air conditioning units in the Main Hall Community Room and Meeting Room are fitted with a Blue Science air disinfection system that sanitises and dispenses the air free from bacteria, virus, moulds and odours. It will achieve at least one complete air circulation every hour and will be automatically switched on to purify the air before you arrive.

### **AUDIO VISUAL EQUIPMENT**

- You will receive a Technical Briefing either on the day of your hire or before if you wish to use our AV equipment.

### **CANDLES**

- Not permitted

### **CAR PARKING**

- We have parking for a total of 40 vehicles and one designated disabled parking space.
- Please do not park in the yellow hatched areas.
- Very large vehicles such as large coaches cannot access the car park due to the sharp turning circle off School Hill
- For large events we do display a Private Event sign and we can use traffic cones to ensure members of the public do not use our car park. Please contact the team if you are expecting a large number of vehicles.

### **CEILING DRAPES**

- For weddings and special occasions our Main Hall can be fitted with ceiling drapes. An additional charge is applicable.

### **CHAIRS**

- Main Hall: We store 42 chairs stacked 6 high at the back of the room with trolley.
- Community Room: We store 24 Chairs stacked 6 high at the back of the room with trolley.
- Meeting Room: 10 chairs are stored in the room.
- Additional chairs are available (see chart on Page 21 please let us know your requirements in advance.
- At the end of you hire we would appreciate it if you could return the chairs to the back of the room and leave any additional chairs stacked for us to return to our storage area.  
Thank you!

### **CHAIR COVERS**

- We have white chair covers available for hire suitable for a wedding or special occasion

## **CLEANING MATERIALS**

- General cleaning materials are located in the Cleaning Cupboard in the corridor by the entrance to the Main Hall, and in the kitchen cupboard below the hand wash sink. Your entrance key will open the door to the Cleaning Cupboard. In the kitchen we provide washing-up liquid, surface cleaners, j-cloths, bin bags and caddy bags, we do not provide tea towels or scourers.

## **CONFETTI**

- Bio-degradable confetti may be used inside and out. (Metalised or non-biodegradable confetti may not be used)

## **CROCKERY, GLASSWARE, CUTLERY, POTS, PANS AND COOKING UTENSILS**

- A full itinerary of what we have available is listed on Page 20. We do not provide sharp knives, cooking utensils, pots and pans. The ovens each have one roasting tray.

## **DECORATIONS**

- Do not fix decorations to painted surfaces, to avoid damage to the paintwork.

## **KEY**

- For one –off hire your key will be issued at your Health & Safety briefing. At the end of your event it should be posted in the post box attached to the external store.

## **EASEL**

- One easel is available, stored in the external secure store. The key for the external store is kept on the hook in the kitchen.

## **EMERGENCY CONTACTS**

- If you need to contact us during your hire, the contact numbers of our Premises Manager and Premises Trustee are displayed in each room.

## **LADDERS**

- One large and one small ladder are stored on the stage (one behind the rear curtains). Please read the safety instructions before use.
- Small steps are stored beside the freezer in the bar.

## **LOST PROPERTY**

- Any found items will be kept for 28 days.

## PORCH LIGHT & CAR PARK LIGHTING

- We have porch lights that you can switch on for the safety of your attendees in the dark.
- Car park lighting is controlled remotely.

## PYROTECHNICS

- Not permitted

## RUBBISH

- Instructions are displayed in our kitchen (see image)

## SMOKE MACHINES, HAZE MACHINES

- Not permitted

## SMOKING

- 3 terracotta smoking pots for cigarette stubs are available for use outside. They are stored in the external secure store. The key for the external store is kept on the hook in the kitchen.

## SUN AWNING

- The patio outside the Community Room has an electrically operated sun awning. Please do not use this if it is raining or in high winds, as it very likely to be damaged. Please retract at the end of your hire.

## TABLE CLOTHS AND NAPKINS

- Not provided

**RUBBISH**

**OUR BIN STORE IS IN THE TOP CORNER OF THE CAR PARK**



- Paper
- Cardboard
- Glass



- Food only
- Fill from small caddy in kitchen\*



- Plastic bottles pots, trays
- Tetra paks
- Tins and cans



- Place anything else in large bin in tied black plastic bags\*

\* Bin bags and caddy bags in cupboard under hand wash sink

**PLEASE RECYCLE WHERE POSSIBLE**

## TRAVELLING TO THE HALL

These instructions are on our website. You can send this link to your guests or attendees:

<https://www.lympstonevillagehall.org.uk/get-in-touch/#findus>

**By bike:** We have racks for 5 bikes

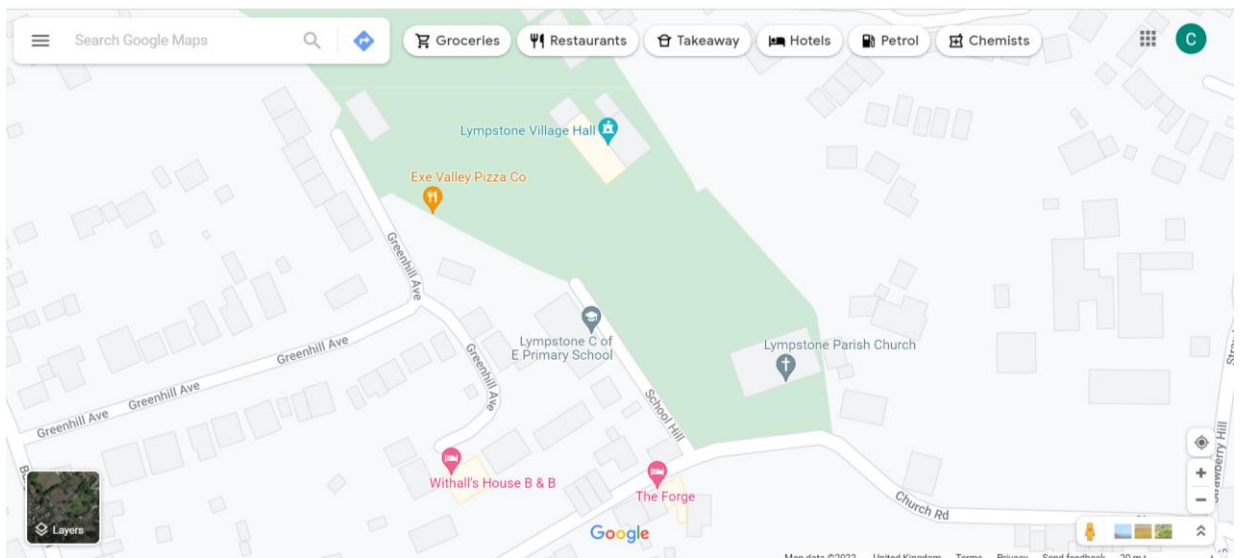
**By train:** We are approx. 10 minutes walk from Lympstone Railway Station on the Exeter - Exmouth rail line (The Avocet Line)

**By bus:** The Hall is about 15 minutes walk from the No. 57 bus route, which stops at the Saddlers Arms Pub on the A376.

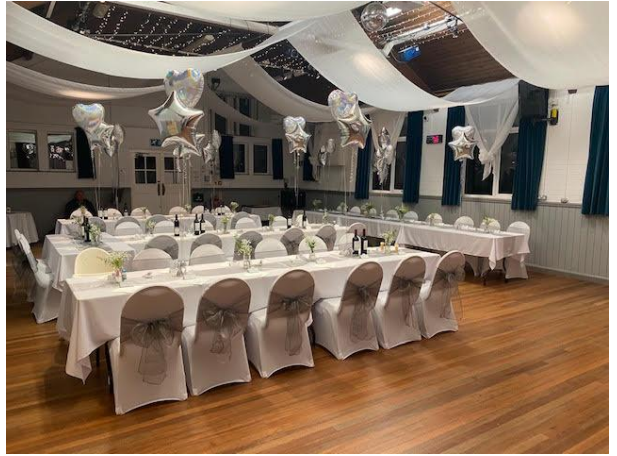
**By car:** see map. Turn off the A376 Exmouth Road at the Saddlers Arms traffic lights. Carry straight on until you have the Church on your right, then immediately turn right up School Hill. The Hall is at the top of the hill on the right. Satnav: the postcode is **EX8 5JY**. Car park capacity: 40, one disabled space.



<https://www.google.com/maps/@50.6496275,-3.4267868,18.41z>



# GALLERY



# YOUR END OF EVENT CHECKLIST

- Re-stack chairs at the back of the room (Main Hall 7 sets 6 high, Community Room 4 sets 6 high) and leave any additional chairs stacked 8 high for our team to store. Do not stack chairs in front of fire extinguishers and Fire Call Points or block any doors. The Meeting Room is left as a hollow square layout.
- Return tables to either the Cleaner's Cupboard or the External Store.
- Leave the venue clean and tidy.
- Remove all waste to our bin store at the far end of the car park. Recycling instructions are displayed in the kitchen.
- Clean down surfaces in the bar and kitchen and ensure you have cleared the fridges and freezer. Do NOT switch off the fridge or freezer.
- AUDIO VISUAL EQUIPMENT**
  - Main Hall:** Retract screen, turn off projector, switch the audio cabinet off with the single switch inside the cabinet top right.
  - Community Room :** retract screen and unlock corridor door, return key to bar. Turn off and then raise projector. Please note audio system is switched off remotely.
  - Meeting Room:** retract screen and turn off projector. Please note audio system is switched off remotely.
  - All rooms:** return remote controls and cables to the cabinet and lock the cabinet using combination lock.
- Switch off any electrical equipment or cookers you have switched on.
- Retract the Community Room outside awning if you have used it.
- Shut windows and close internal doors.
- Turn off internal lighting.
- Main Hall/Community Room: If you are leaving in the dark, switch off the porch light and press the adjacent round timer switch to give you light to lock up. Car park lighting is pre-programmed and does not need switching off.
- Check that all external main doors are locked and push bar fire exits are shut, especially if you have used more than one room.
- Please return your key to the post box on the wall of the external store.

## TERMS & CONDITIONS OF HIRE

These are our Standard Terms and Conditions, from time-to-time Supplementary Conditions may apply. By booking the Hall you agree to abide by these Terms and Conditions.

### 1. BOOKINGS, PAYMENTS AND CANCELLATION POLICY

- Bookings are accepted at the discretion of the Hall Management Team and are not confirmed until an Acceptance of Booking is issued which includes your costs, payment deadlines and damages deposit where applicable. Payment must be received by the agreed deadline for the event to go ahead. In exceptional circumstances we may agree alternative payment arrangements.
- A damages deposit is normally required for one-off hire. This will be returned via BACS within 7 days after the event unless there is an issue. If there has been a problem, we will contact you within 7 days to discuss the matter.
- If the hirer cancels a booking the following refunds will apply:
  - Over 8 weeks prior to event – a full refund is given
  - 5 – 8 weeks prior to event - 50% refund is given
  - 2 – 4 weeks prior to event - 25% refund is given
  - Less than 2 weeks - no refund is given

If we are forced to cancel your booking (if there is an emergency, such as a flood or fire) we will refund your booking fee in full. LVH CIO will not be liable for any associated loss to the hirer in such a case.

The premises may occasionally be required by local or central government to open as a polling station. If this affects your booking, we will do our best to resolve the matter but if we are unable to do so LVH CIO will not be liable for any resulting loss to the hirer.

### 2. USE OF THE PREMISES

- The hirer must only use the premises for the purpose detailed on the booking form and not for any purpose which is unlawful.
- Hirers should note that we do not allow:
  - Any event in the Main Hall likely to cause damage to the wooden floor. For example, dance groups using heavy footwear and events involving animals.
  - Teenage parties.
  - Events that continue after midnight.
  - Use of the outdoor enclosed area after 10pm including the enclosed area.
  - Use of smoke machines, haze machines, pyrotechnics and naked flames.



- The following are the requirements of our licence and must be adhered to:
  - Main Hall maximum capacity 200 standing, 142 seated

FACILITY	ACTIVITY	LICENCE
Whole Premises	Opening Hours	09:00 – 00:30 Monday – Thursday* 09:00 – 01:00 Friday* 09:00 – 00:00 Saturday 10:00 – 22:30 Sunday 09:00 – 00:30 New Years' Eve (Mon- Sat)* 10:00 – 22:30 New Years' Eve (Sun)
Main Hall, Community Room, Bar, Kitchen	Performance of plays and exhibition of films	11:00 – 00:30 Monday – Friday* 11:00 – 00:00 Saturday 12:00 – 22:30 Sunday
Main Hall, Community Room, Bar, Kitchen	Indoor Sporting Event	11:00 – 00:00 Monday – Saturday 11:00 – 22:30 Sunday
Main Hall, Community Room, Bar, Kitchen	Provision & performance of Live music, recorded music, dance and entertainment	11:00 – 00:30 Monday – Thursday* 11:00 – 01:00 Friday* 11:00 – 00:00 Saturday 12:00 – 22:30 Sunday 11:00 – 00:30 New Years' Eve (Mon- Sat) 12:00 – 22:30 New Years' Eve (Sun)
Main Hall, Community Room, Bar, Kitchen	Sale of alcohol	11:00 – 00:00 Monday – Thursday 11:00 – 00:30 Friday* 11:00 – 23:30 Saturday 12:00 – 22:00 Sunday 11:00 – 00:00 New Years' Eve (Mon- Sat) 12:00 – 22:30 New Years' Eve (Sun)
Meeting Room	Sale of alcohol/events	No licence
Outside enclosed area	Sale of alcohol	No licence
Outside enclosed area	Events	No licence
Car Park Area	Sale of alcohol	No licence
Car Park Area	Event	No licence

- LVH CIO policy requires that all events close by midnight, 10:30pm on Sundays
- The named hirer must be present at the event they have booked at all times and only use the rooms they have booked plus the common areas for the times they have specified. If the hirer cannot be present, he or she must nominate a responsible person to take on their duties and must provide LVH CIO with their contact details.

- The hirer's responsibilities include:
  - **Health & Safety of your guests or attendees:** the hirer should familiarise themselves with the Health & Safety arrangements including the location of fire exits, fire extinguishers and first aid boxes. A public safety announcement should be made at the beginning of any public event.
  - **Behaviour:** the hirer is responsible for the orderly conduct of events at the Hall.
  - **Noise:** The hirer is responsible for ensuring that noise does not exceed reasonable levels. LVH CIO current policy is that no live amplified sound is permitted after 11pm. Music levels should be reduced after 11pm and windows closed. Evening events must close promptly at midnight.
  - **Care of premises:** The hirer is responsible for any breakages or damages during their hire.
    - Decorations must not be fixed to any part of the building that could cause damage when removed.
    - At the end of the event the hirer is required to leave the Hall as they found it, clean and tidy with all rubbish removed.
    - The building should be left locked and secure with all lights switched off and internal doors closed.
    - The key should be returned immediately to the post box in the external storage container.

### 3. INSURANCE

- The Hall cannot accept responsibility for any loss or damage to property brought into the hall, or for any loss or damage to vehicles left in the Hall car park.
- The Hall has its own third party and public liability insurance. Organisers must arrange their own insurance for third party risk.

### 4. OUR POLICIES & LEGAL REQUIREMENTS

- **Policies:** The hirer must comply with our Safeguarding, Lone Working, Environmental and Ethical policies. These may be found on our website. <https://www.lympstonevillagehall.org.uk>
- **Legal Rights:** The hirer must comply with: gaming, betting and lotteries legislation, Fair Trading laws, the smoking ban, control on the use of drugs and other illegal substances, and age restrictions on the screening of films.

## **5. PROVIDING ALCOHOL AT THE HALL**

- The hirer must inform the Hall if alcohol is to be consumed at their event. We will provide details of our alcohol licence which must be complied with.
- The hirer must ensure there is no under age drinking and that public nuisance and the dangers to health from over consumption are avoided. See our poster in the bar regarding age verification, and weights and measures.
- Events where alcohol is to be sold have additional procedures. Hirers must provide the details of the responsible person to be in charge of the sale of alcohol 14 days in advance of the event. LVH CIO will issue a bar licence to the hirer. Bar prices must be displayed.

## **6. PROVIDING FOOD AT THE HALL**

- The Hirer should take reasonable precautions to ensure those involved in food preparation and handling have the appropriate knowledge or qualification to do this safely.

# MAIN HALL



# MAIN HALL



**Banqueting layouts**



**Screen**

**Theatre Style layout**



**Informal dining**

## ALTERNATIVE ROOM LAYOUTS

**Main Hall: Maximum Theatre Style Capacity: 142**

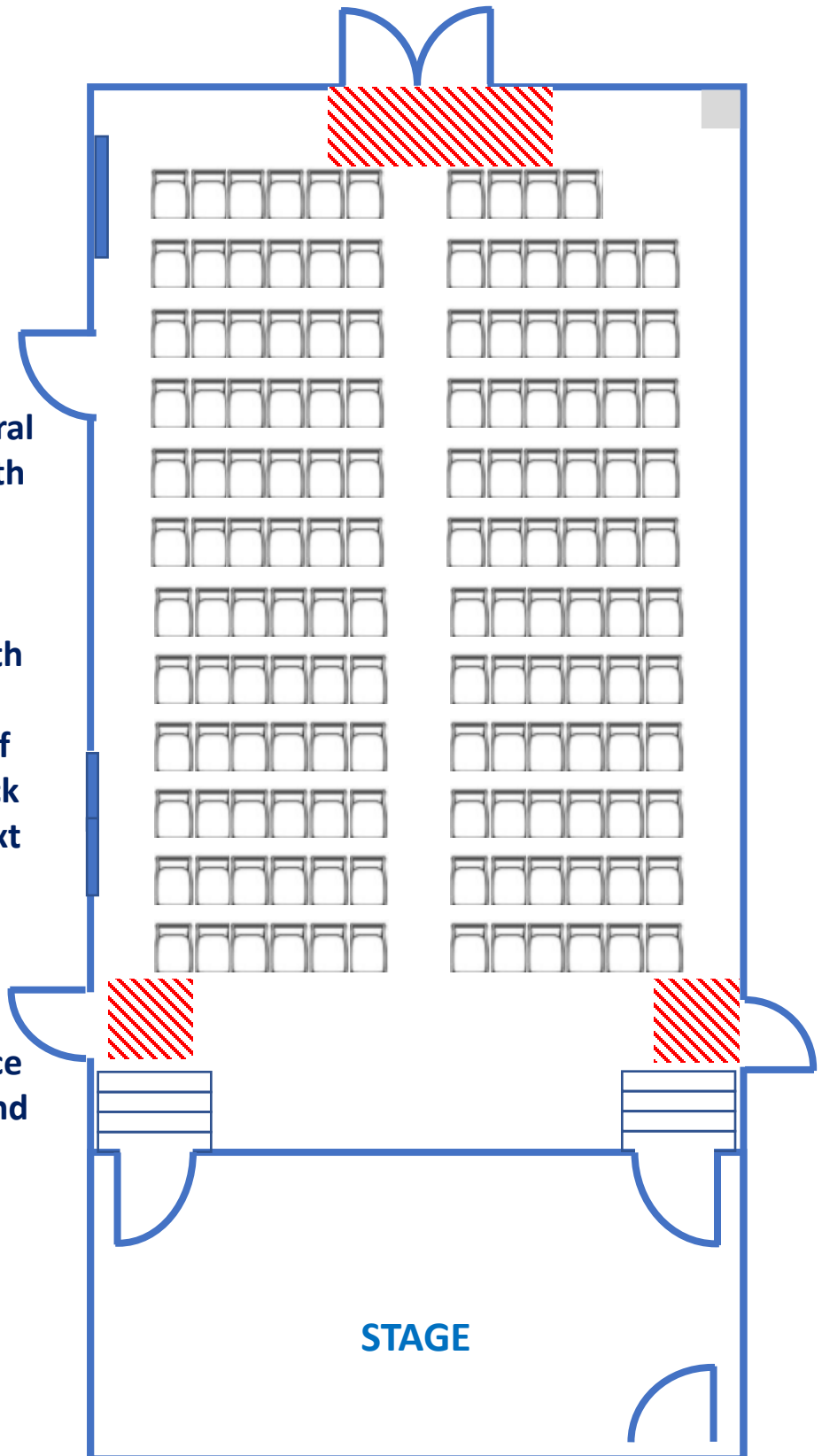
**No control desk, bar not in use**

### LAYOUT

12 rows of 6 interlocked chairs either side of a central aisle 1.05m wide with 2 additional aisles either side.

Rows are spaced with a gap of 305mm between the front of the seat and the back of the one in the next row.

The back row has 2 chairs removed to allow adequate space for movement around the audio cabinet



## ALTERNATIVE ROOM LAYOUTS

**Main Hall: Theatre Style Capacity: 128**

**With control desk and bar in use**

### LAYOUT

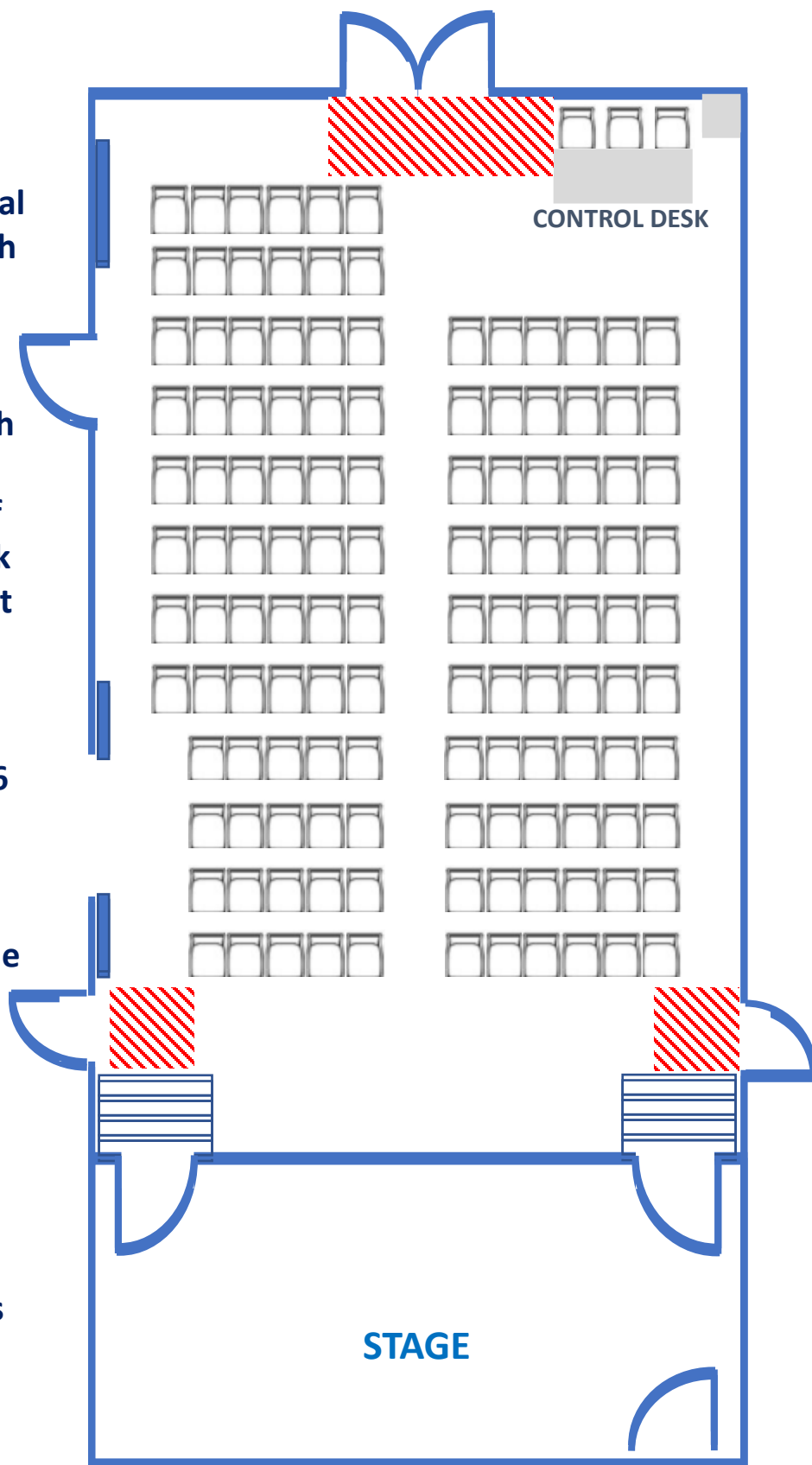
12 rows of 6 interlocked chairs either side of a central aisle 1.05m wide with 2 additional aisles either side.

Rows are spaced with a gap of 305mm between the front of the seat and the back of the one in the next row.

If a control desk is required, 2 rows of 6 chairs are removed on that side.

If the bar is in use one chair is removed from each of the front 4 rows

 Red hatched areas must be kept clear at all times. Clearance required is 1.05m into room.



## ALTERNATIVE ROOM LAYOUTS

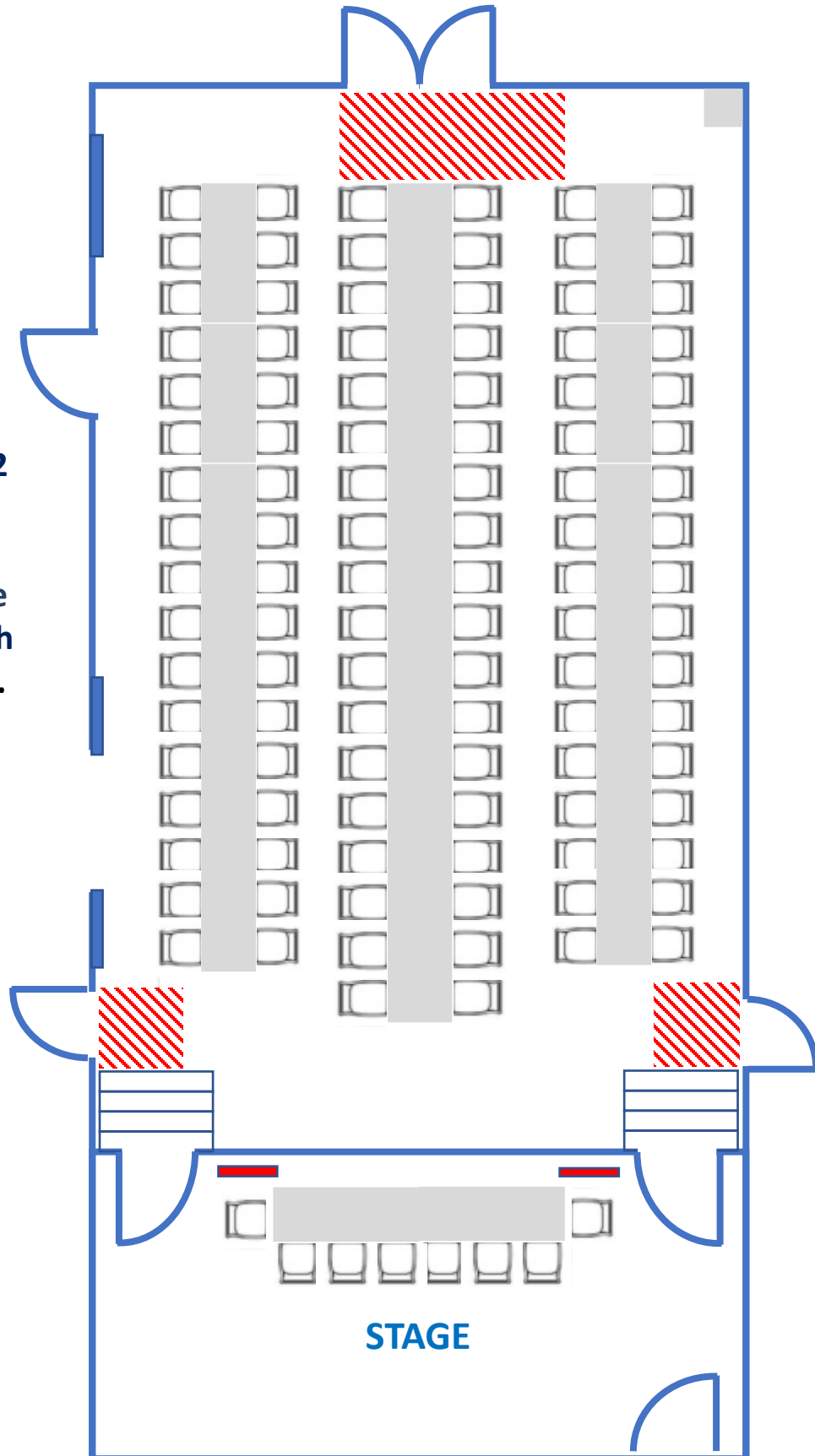
**Main Hall:** maximum banqueting capacity with top table 112  
104 on floor plus 8 on stage

### LAYOUT

 Red hatched areas must be kept clear at all times. Clearance required is 1.05m into room.

Stage area requires 2 0.9m high barriers next to the 2 chairs adjacent to the stage edges to meet Health & Safety regulations.

Tables on the stage must be locked together.





# ALTERNATIVE ROOM LAYOUTS

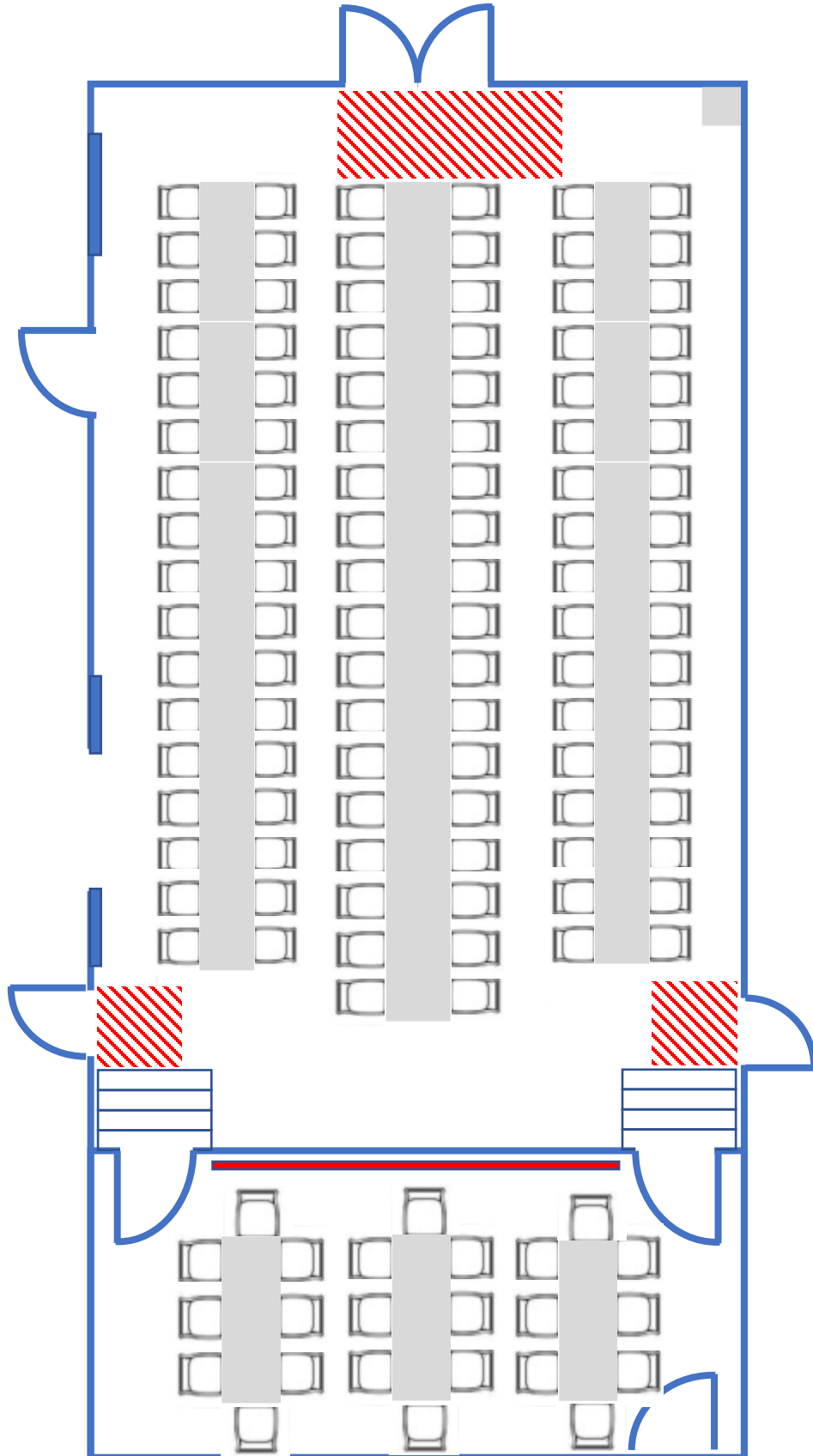
Main Hall: maximum banqueting capacity 128

104 on floor plus 24 on stage

## LAYOUT

 Red hatched areas must be kept clear at all times. Clearance required is 1.05m into room.

Stage edge require a 0.9m high barrier along the full length to meet Health & Safety regulations.



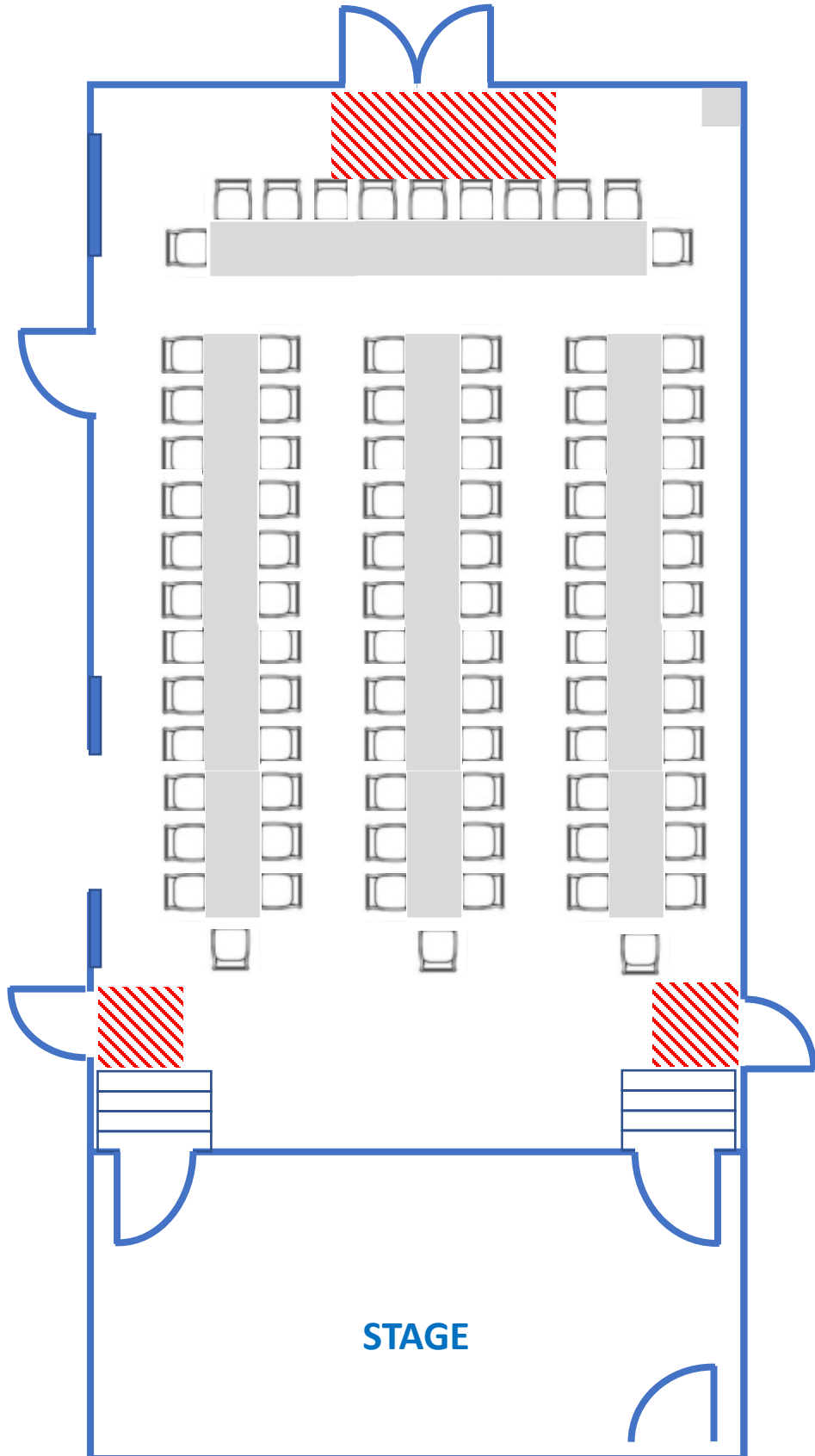
# ALTERNATIVE ROOM LAYOUTS

## Main Hall: banqueting floor only 83

maximum capacity with top table by main entrance

### LAYOUT

 Red hatched areas must be kept clear at all times. Clearance required is 1.05m into room.



# ALTERNATIVE ROOM LAYOUTS

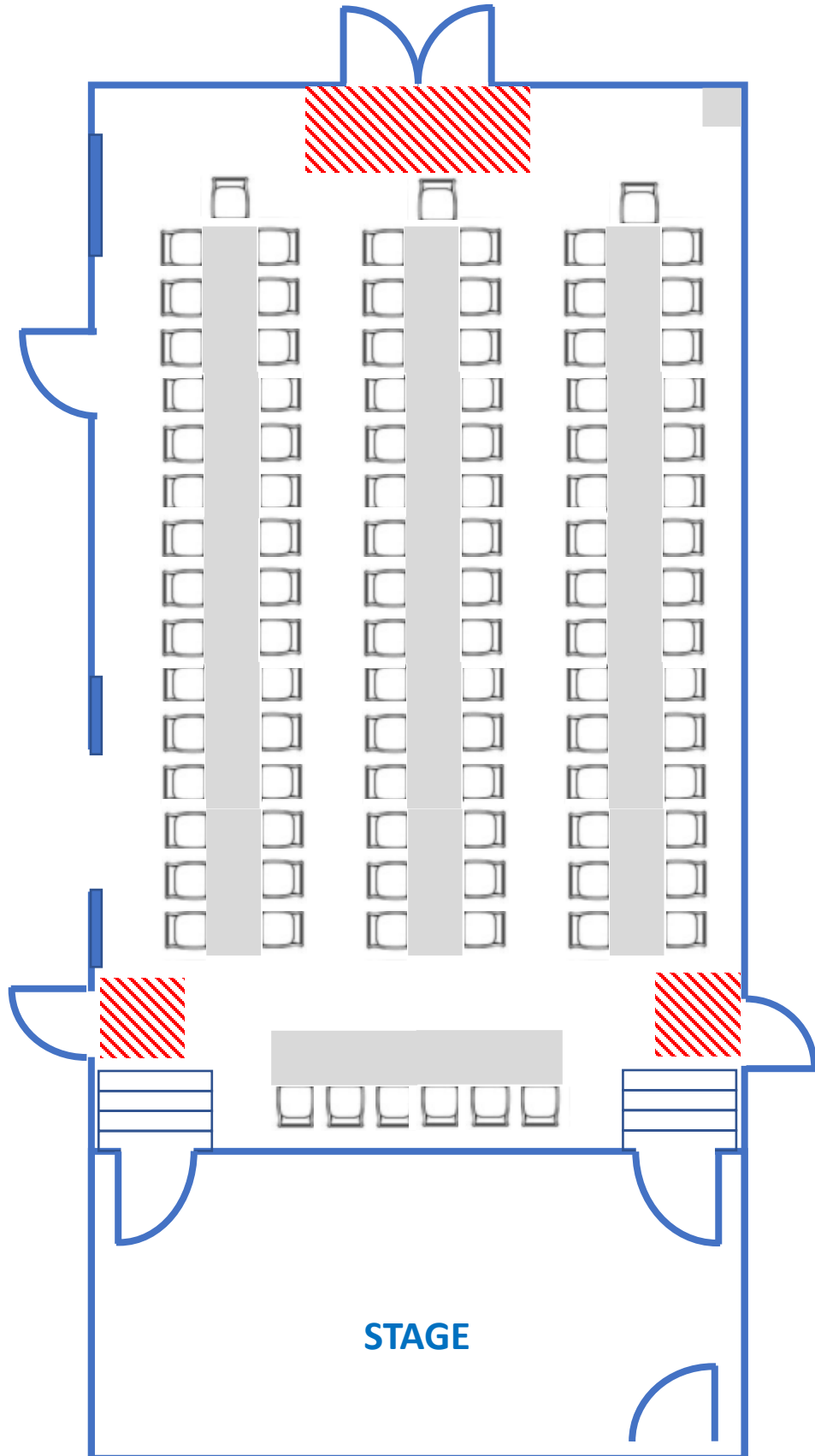
## Main Hall: banqueting floor only 99

maximum capacity with to table by main entrance

### LAYOUT



Red hatched areas must be kept clear at all times. Clearance required is 1.05m into room.



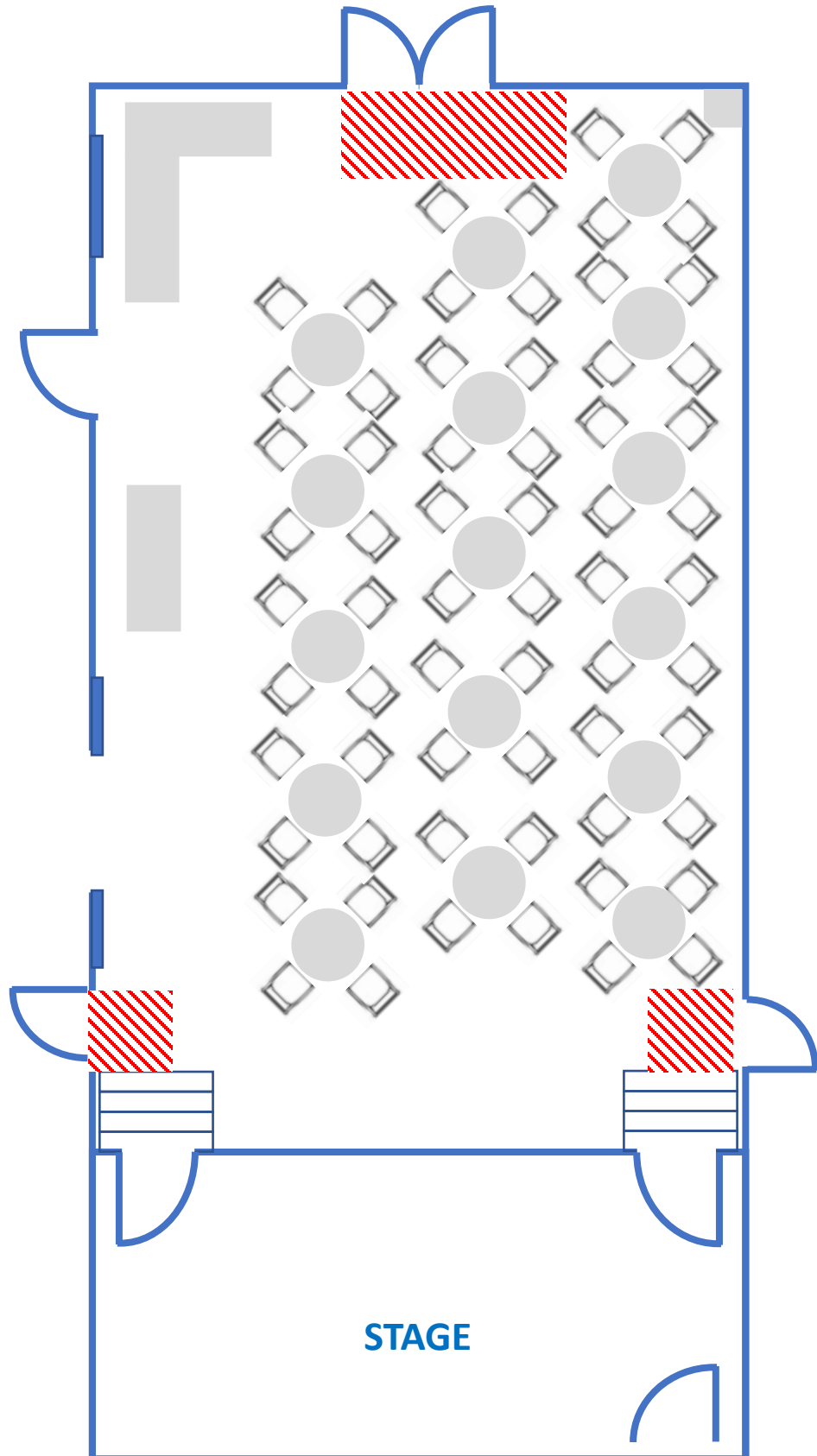
## ALTERNATIVE ROOM LAYOUTS

**Main Hall: Informal dining 4 per table 64  
tea & cake 5 per table 80**

### LAYOUT



Red hatched areas must be kept clear at all times. Clearance required is 1.05m into room.



## ALTERNATIVE ROOM LAYOUTS

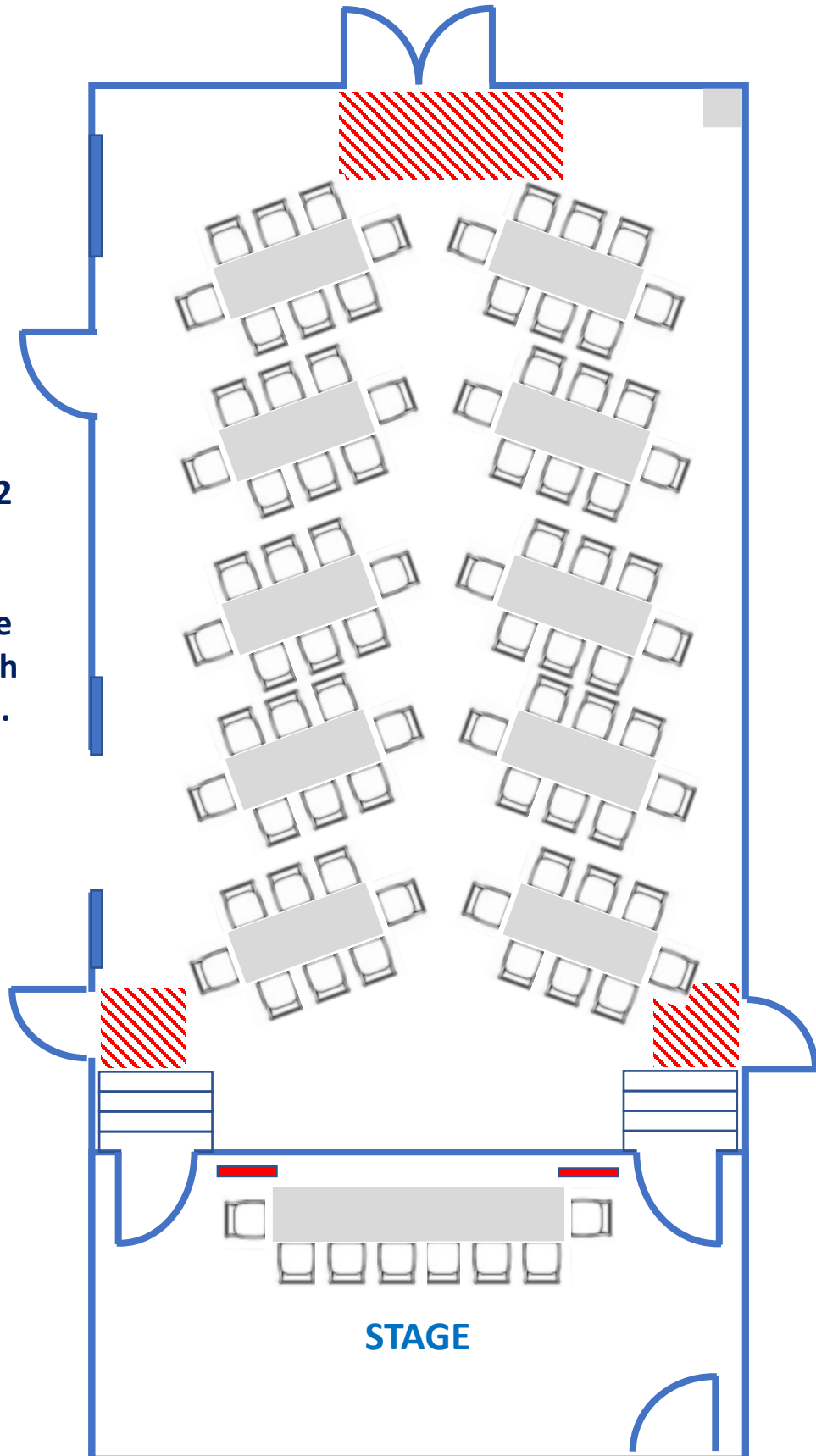
### Main Hall: alternative banqueting layout 88 80 on floor plus 8 on stage

#### LAYOUT



Red hatched areas must be kept clear at all times. Clearance required is 1.05m into room.

Stage area requires 2 0.9m high barriers next to the 2 chairs adjacent to the stage edges to meet Health & Safety regulations.



# COMMUNITY ROOM



# COMMUNITY ROOM



## Theatre style layout



# COMMUNITY ROOM OUTSIDE SPACE





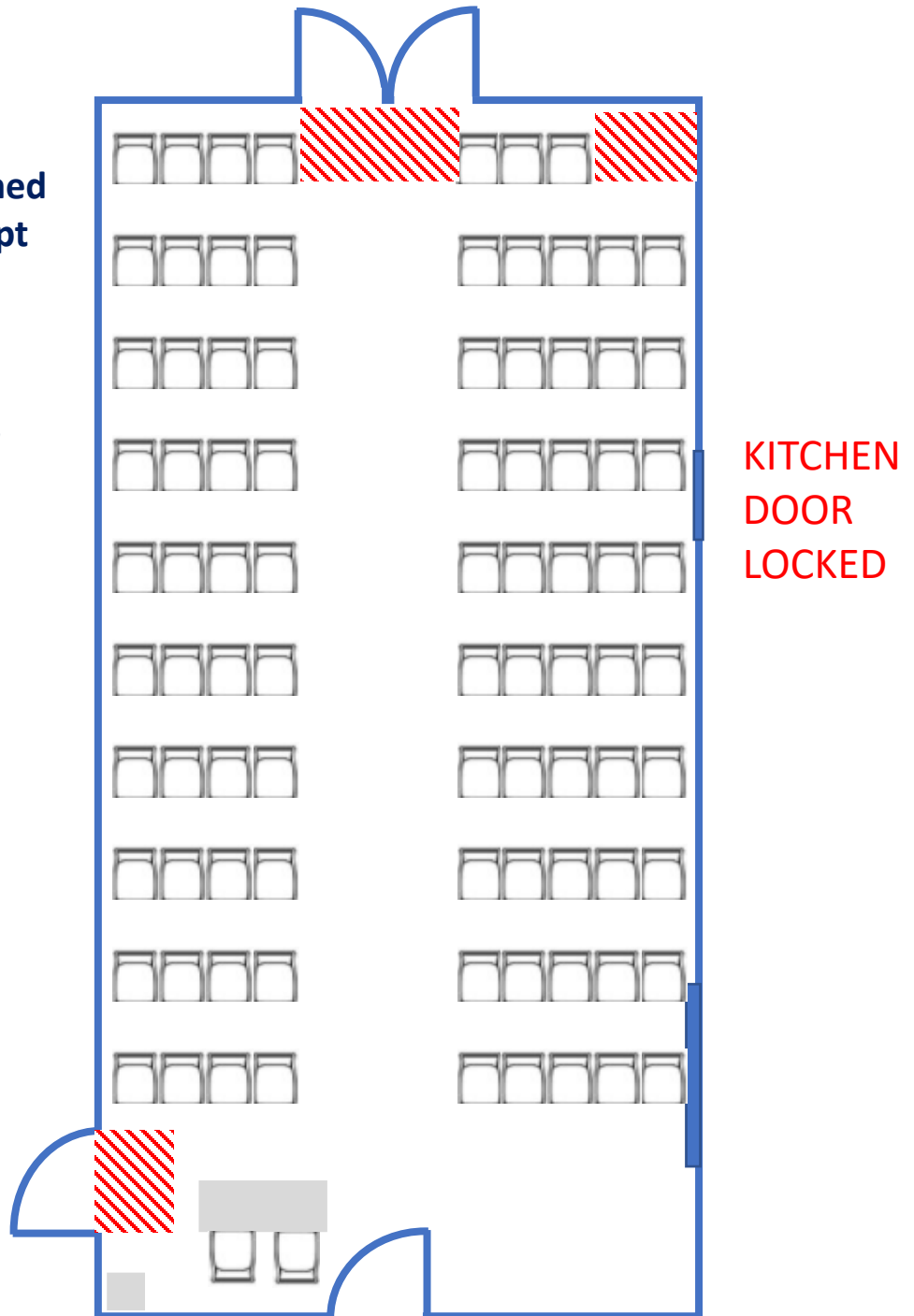
# ALTERNATIVE ROOM LAYOUTS

## Community Room: theatre style 90 with kitchen door locked

### LAYOUT



Red hatched areas must be kept clear at all times. Clearance required is 1.05m into room.

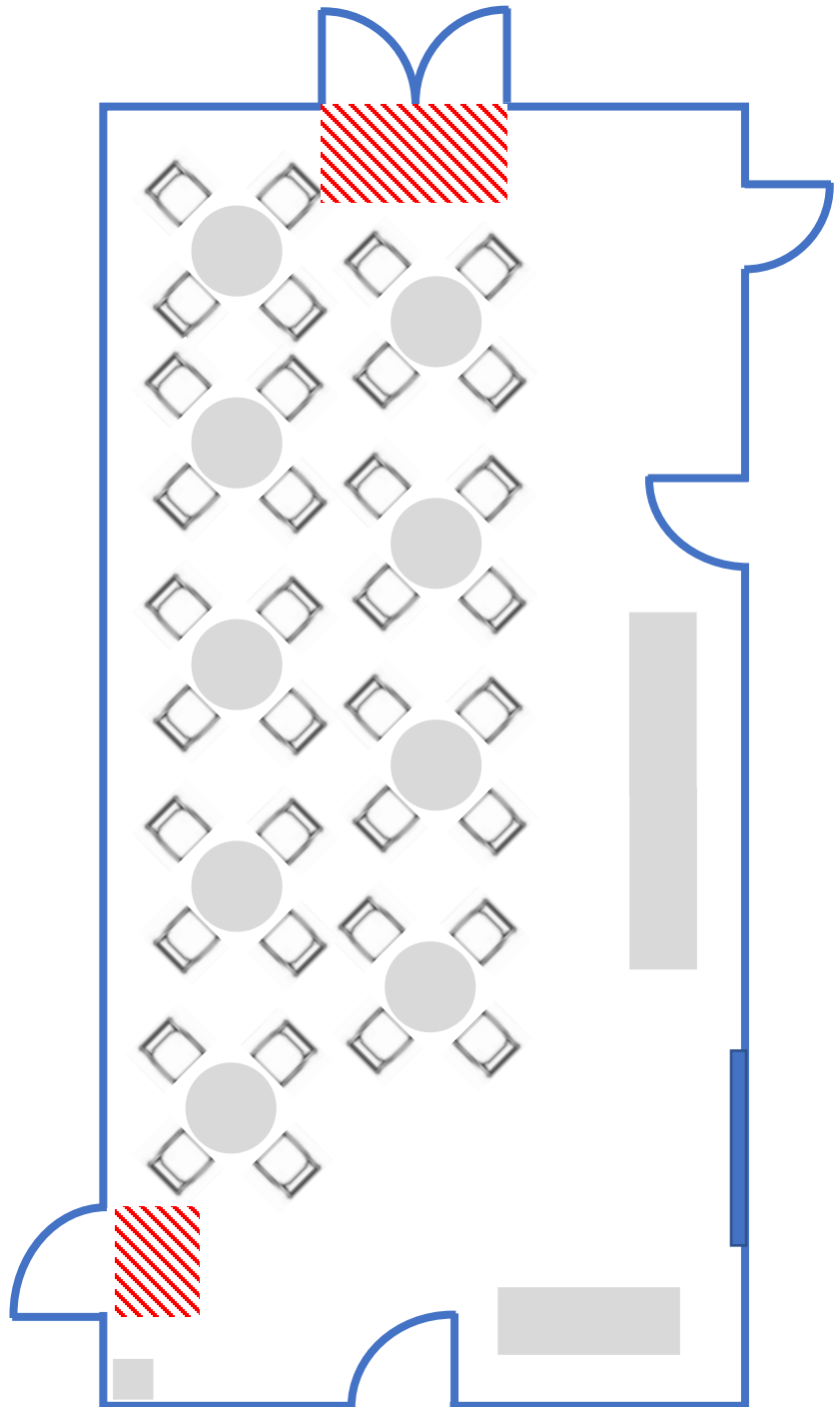


## ALTERNATIVE ROOM LAYOUTS

**Community Room: informal dining, 4 per table 36  
5 per table (tea & cakes) 45**

### LAYOUT

 Red hatched areas must be kept clear at all times. Clearance required is 1.05m into room.



# MEETING ROOM



**Hollow Square Layout**



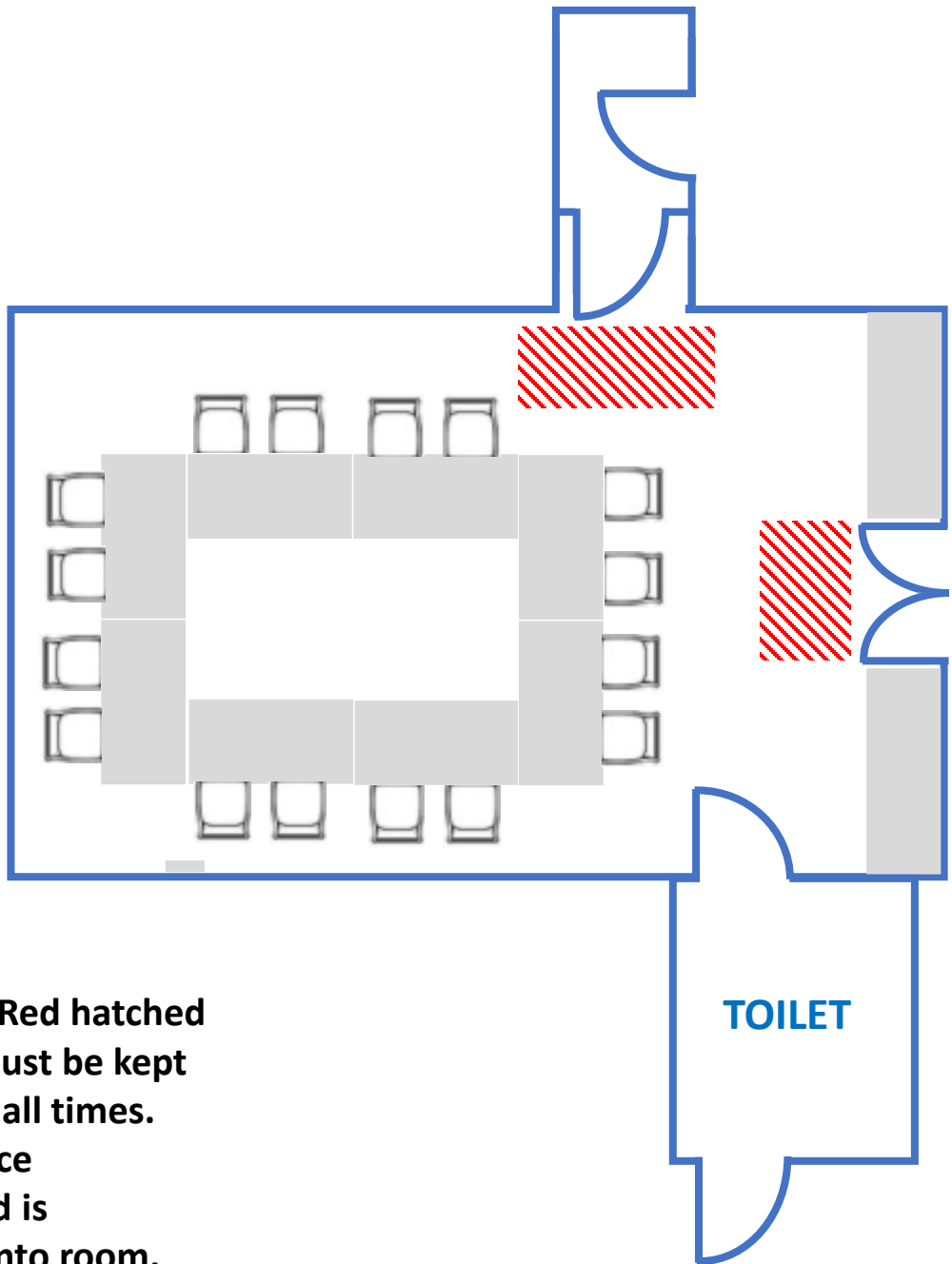
**Kitchenette**



**Theatre Style**

## ALTERNATIVE ROOM LAYOUTS

### Meeting Room: hollow square 16



#### LAYOUT

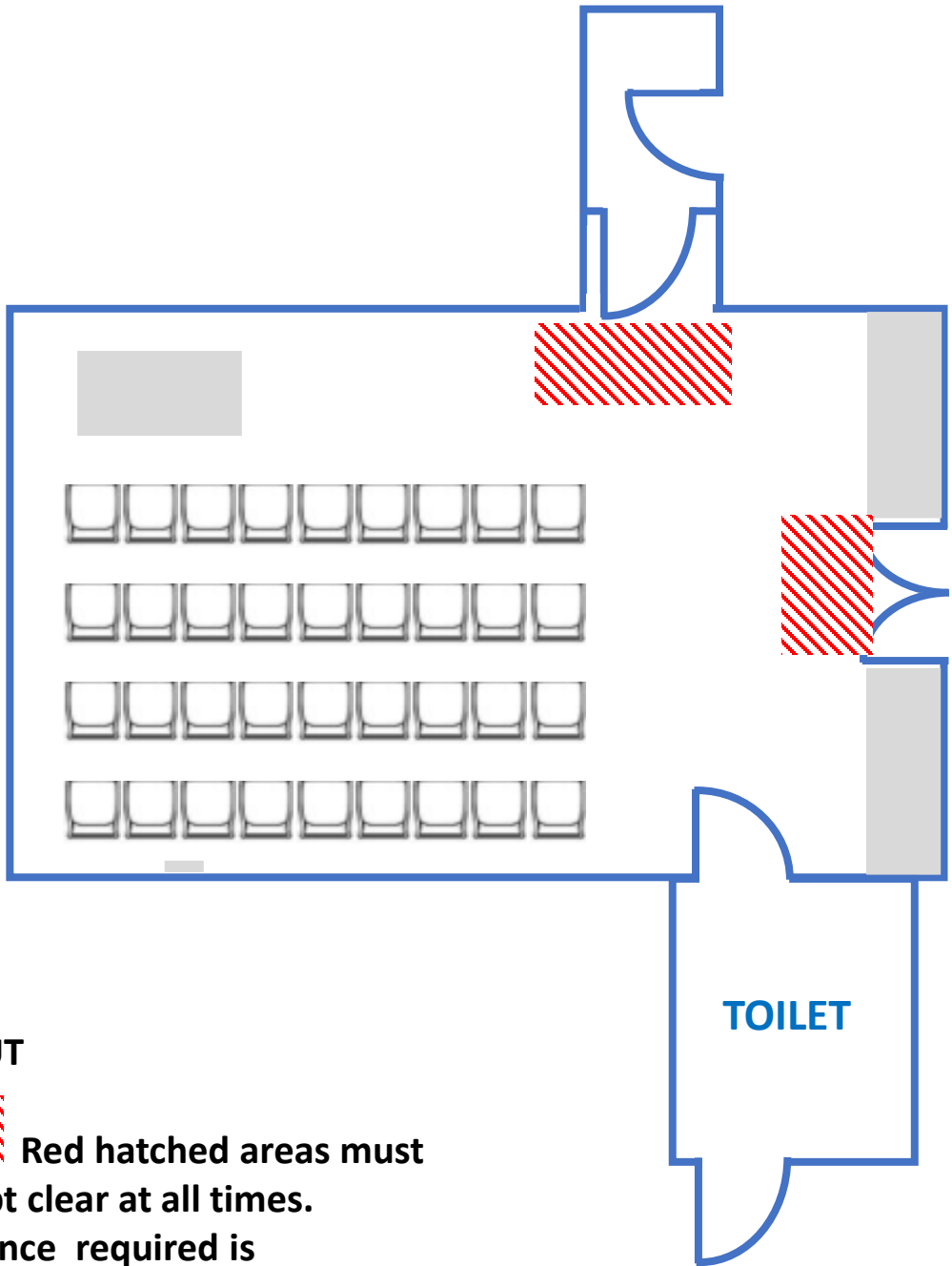


Red hatched areas must be kept clear at all times. Clearance required is 1.05m into room.

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# ALTERNATIVE ROOM LAYOUTS

## Meeting Room: theatre style for presentation 36



### LAYOUT



Red hatched areas must be kept clear at all times. Clearance required is 1.05m into room.

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# KITCHEN AND BAR



# KITCHEN AND BAR

