



## Information Sheet (Hall)

### Section A: Care of the Premises

- a) Leave the Premises in a clean and tidy condition, undamaged and free from rubbish.
- b) Leave the doors of the Premises properly locked and close all opened windows and fire doors.
- c) Do not place anything on top or immediately in front of any of the heaters.
- d) Replace the equipment as you found it on arrival.
- e) No pins, nails or screws are to be put into the walls or woodwork and no adhesive tape or similar material is to be fixed to the walls or woodwork.
- f) No posters or notices are to be displayed except on the notice board provided.
- g) No advertisements for private events are to be displayed.
- h) No items are to be left in the hall or by the dustbin; any items left will be treated as abandoned goods.
- i) No equipment or articles are to be stored with prior permission.
- j) No cars are to drive beyond the end of the car park except to unload and no parking is permitted on the grassed areas alongside the pathway to the hall.
- k) For occasional bookings a deposit of £30 may be required which will be refunded if the Premises are left undamaged and in a clean and tidy state and the key is returned; the deposit must be paid before the event takes place.

### Section B: Occupancy

- a) The number of people present for any event must not to exceed 90 unless special permission is given.
- b) No oily food is to be consumed in the Hall, such as oily curries, oil-based salad dressing etc. using rapeseed oil, vegetable oil, sunflower oil, coconut oil etc.
- c) No trading is permitted from the Premises without prior written permission.
- d) Smoking, the consumption illegal substances and gaming are strictly prohibited on the Premises.
- e) When the Hall is used by youth organisations or people under the age of 21 two responsible adults must be present throughout the function and who will be held responsible for the good care of the premises. The responsible adults must be named on the Application Form.
- f) Sound amplification must be kept to a reasonable level after 10.00 pm.
- g) You must apply to Exeter City Council for an Temporary Event Notice if you intend to sell alcohol either from a separate bar or included in your ticket price.
- h) You must report any damage or loss to the Parish Administrator within 24 hours of occurrence.
- i) The Premises might occasionally be required for use by the Church; where possible a minimum of 4 (four) weeks' notice will be given prior to such an event if it necessitates cancellation of your booking.

### Section C: Security

- a) St James' Church accepts no responsibility for any damage, injury or theft that occurs beyond our control during and in connection with the hire of the Premises.
- b) Hall users must be made aware of the location of emergency exits, fire extinguishers and first aid equipment.
- c) Any accidents must be recorded in the accident book.
- d) Hall users must ensure that any electrical appliances brought into the Premises are safe and are used in a safe manner in accordance with the Electricity at Work Regulations 1989; electrical equipment should have undergone the relevant Portable Appliance Test (PAT).

- e) The nearest public telephone is located at the junction of Mount Pleasant Road and Prince Charles Road, the postcode of the premises is EX4 7AH, and the “what3words” location is chained.kite.helps,
- f) Regular hall users must have an appropriate safeguarding policy, complete the attached “Safeguarding for Hirers of St James’ Church Premises” if required and have adequate insurance cover in place.

**Contacts:**

Parish Administrator: 01392 420407, [bookings@stjamesexeter.org](mailto:bookings@stjamesexeter.org)

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