



## **Information Sheet (Hall)**

### **Section A – Security**

1. Regular hall users must have an appropriate safeguarding policy, complete the attached "Safeguarding Hirers of St James Church Premises" and have adequate insurance cover in place.
2. The Church accepts no responsibility for any damage, injury or theft that occurs beyond the control of the Church, during (and in connection with) the hire of the premises.
3. Hall users must be aware of the location of emergency exits, fire extinguishers and first aid equipment. Any accidents must be recorded in the accident book.
4. Hall users must ensure that any electrical appliances brought into the Premises shall be safe and used in a safe manner in accordance with the Electricity at Work Regulations 1989. For example, equipment should have the appropriate Portable Appliance Test (PAT).
5. The nearest public telephone is located at the junction of Mount Pleasant Road and Prince Charles Road. The post code of the premises is EX4 7AH, and the "What three words?" are *chained.kite.helps*

### **Section B – Occupancy**

- i. The number of people present will not exceed the maximum permitted by the current Government guidance and follow social distancing measures.
- ii. No trading is to take place from the Premises, without prior written permission.
- iii. Smoking, the consumption illegal substances or gaming on the Premises is strictly forbidden.
- iv. When the hall is used by youth organisations or young persons 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.
- v. Sound amplification must be kept to a reasonable level after 10.00pm.
- vi. No alcoholic drink may be taken into the hall without prior permission. You must apply to Exeter City Council for an Occasional Licence if you intend to sell either tickets which include alcohol or have a separate bar.
- vii. Any damage or loss must be reported by the user to the Parish Administrator within 24 hours of the occurrence.
- viii. For occasional bookings a deposit of £30 may be required which will be refunded if the Premises is left without damage and in a clean and tidy state and the key returned. The deposit is to be paid before the event takes place.
- ix. The Premises might occasionally be required for use by the Church. 4 weeks notice will be given 4 weeks prior to the event, where possible, if the booking must be cancelled.



St James' Church

[www.stjamesexeter.org](http://www.stjamesexeter.org)

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Registered charity: 1128877

## Section C – Care of the Premises

- a) No pins, nails or screws to be put into the walls or the woodwork and no adhesive tape or similar material to be fixed to walls or woodwork.
- b) No posters or notices to be displayed except on the notice boards provided.
- c) No advertisements for private events to be affixed.
- d) No articles to be left in the hall or by the dustbin. Articles left behind will be treated as abandoned goods.
- e) No equipment or articles to be stored with prior permission.
- f) Please leave the Premises in a clean and tidy condition, undamaged and free from rubbish. Please leave the Premises properly locked and secured and close all opened windows and fire doors.
- g) No cars to drive beyond the end of the car park except to unload. Please do not park on the grassed areas alongside the pathway to the hall.
- h) Please do not place anything on top or immediately in front of any of the heaters.
- i) Please replace the equipment as you found it on entry.

### Contacts:

Parish Administrator – Tel: 01392 420407. email: [office@stjamesexeter.org](mailto:office@stjamesexeter.org)

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