

DIPTFORD PARISH HALL



Diptford Parish Hall – Front Elevation

Diptford Parish Hall is a modern, purpose-built village hall located on Water Lane near the village centre (post code TQ9 7NY) that is available for hire and is suitable for a wide range of events such as meetings, social functions, recreational classes, etc. Diptford Parish Hall is licensed by South Hams Council for the performance of live music, recorded music, plays and dances.

The Hall is licensed for use up to midnight, but the normal opening times are 08:00 am to 23:00 pm. Any period of hire outside these times is by arrangement and will incur a charge. Please note that during the school term time the Main Kitchen, Main Hall and the Committee Room are all used at weekday lunch times by the local school for the preparation and serving of school meals.

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Facilities

All facilities are on the same level.

The following facilities are available to all Hall hirers:

Car Parking - small private car park for about 8 vehicles adjacent to the building.

Audio Visual System – High Quality 7000 lumens 4K cinema projector with 3m widescreen and high-quality audio system.

Internet – high speed broadband available throughout the building.

Toilets – ladies, gents, and disabled toilet.

Small Kitchen – suited to preparation of food snacks and drinks. Fitted with sink, small refrigerator, microwave, and tea urn. Kettle and range of mugs, cups, saucers, and plates available for use. Washing up liquid and tea towels supplied. Connecting serving hatch through to Committee Room.

The following rooms are available for hire:

Main Hall

12.5 metre x 10 metre room with wood floor. Folding tables and chairs available for use.

Committee Room

small meeting room sited off the Main Hall. Serving hatches connecting through to both kitchens.

Main Kitchen

kitchen fitted with commercial type sink, oven, hob, and dishwasher (washing powder /liquid provided). Other food preparation and serving equipment is limited and the kitchen is intended for warming up and serving of pre-prepared foods.

Hire Charges

Private Rentals:

Main Hall, Committee Room & small Kitchen

8:00am – 11:00pm £7.50 per hour

Minimum hire period 2 hours

Main Kitchen

£13 per hour or £40.00 per 4-hour session

Minimum hire period 2 hours

Charges include electricity for lighting, power points and heating

Please enquire for all Commercial, Weddings and function Rates.

Enquiries and Bookings Email: DiptfordPH@yahoo.com Tel: 07944 098174

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Booking Application Form

Reason for Hire: (function, type of activity, etc): _____

Requirement:

Facility	Date(s)	Time From	Time To
Main Hall (Includes Committee Room & Small Kitchen)			
Audio Visual System		Cinema System	Yes/No
		Music Only	Yes/No
Main Kitchen			

Hirer Details:

Authorised Representative:		Address:	
Telephone Number:		Email:	

I understand and accept the Conditions of Hire as shown below / overleaf.

Signed

Date

PLEASE NOTE:

The premises will be opened and closed at the times requested and the security of the building will be the hirer's responsibility during these times.

Once a non-repeating provisional booking is made an invoice will be issued for payment. The hiring fee must be paid at least two weeks before the hire. Where payment has not been made, the Trustees reserve the right to refuse admission.

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Conditions of Hire

1. These Conditions of Hire are an agreement between the Diptford Parish Hall Trust and the Hirer, who may be an individual or an organisation. For the purposes of these conditions the term Committee shall refer to the Diptford Parish Hall Trust and the term Hall refers to Diptford Parish Hall.
 2. All Hirers must nominate an Authorised Person whose name is recorded on the Booking Form. The Authorised Person is responsible for ensuring that the Conditions of Hire are adhered to and all personnel using the Hall during the period of hire are briefed as to safety requirements and the procedure to follow in the event of a fire. All new Hirers must sign their acceptance of these conditions and return the signed document to the Bookings Officer before the commencement of the hire. For repeat periods of hire a new booking form and signature is only required if there is a change in the Authorised Person.
 3. It is the intention of the Trust to comply with all current health and safety legislation and codes of practice where it can reasonably do so to prevent injury, ill health, or any danger to users of the Hall. The Trustees manage safety through the identification, assessment, and management of risks. The following practices must be observed to minimise the level of risk:
 - a. Make sure all emergency exit doors are left unobstructed
 - b. Do not touch or operate any electrical equipment where there are signs of damage, exposure of components or water penetration
 - c. Do not bring into the Hall any electrical appliances that have not been Portable Appliance tested
 - d. Do not work on the stepladder unless it is properly secured, and another person is present
 - e. Do not stack the chairs stored in the cupboard more than 8 high and use the trolley when moving stacks
 - f. Care must be taken when handling, erecting, and closing tables. Refer to the specific instructions
 - g. Do not allow children in the kitchen.
 - h. Be extra careful when handling kitchen equipment e.g. cookers, water heater, knives etc.
 - i. Do not create slipping hazards on floors – mop spills immediately
 - j. Do not create tripping hazards by leaving loose items at floor level
 - k. Be aware of the increased risks to individuals while in sole occupancy of the Hall
 4. **All Hirers and users of the Hall facilities are expected to recognise that there is a duty on them to comply with the practices set out by the Trust. They are to follow instructions, report hazards and to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions. A basic first aid kit is in the unlocked cupboard in the entrance hall. Any accident should be reported in the Accident Book and to the 'Bookings Officer'.**
 5. With reference to **Fire Safety** Hirers must as a minimum familiarise themselves with the position of Fire exit doors and extinguishers and with the procedures to be followed in the event of fire. Layout plans and fire procedures are to be found on the notice boards. Hirers should ensure that a functioning mobile phone is always available. **Smoking is not allowed anywhere in the building or immediate surrounding area.**
 6. All Hall hire bookings must be made through the 'Bookings Officer' and will be generally on a first come, first served basis, but no longer than 12 months in advance. Regular weekly or monthly bookings take precedence but can only be cancelled by giving 3 months' notice. Charges will be in accordance with the current Hall hire rates. Entry before or exit after the time booked may result in an additional charge. All charges are payable on request or at monthly intervals from regular Hirers. The hire of the Hall will in all circumstances depend on the type of activity proposed and will be at the sole discretion of the Trustees.
 7. The Hall will be open at the time booked and is normally available from 08.00 to 23:00. The Hall is licensed for use up to midnight but any bookings up to this time will incur an extra charge. In the event of cancellation, the following charges will apply:
Cancellations notified more than 1 week in advance will not incur any charge.
Cancellations notified less than 1 week will incur a 50% charge & less than 2 day notice a 100% charge is applicable.
No commercial activities are permitted in the Hall without prior agreement of the Trust. Keys for the Hall will not be provided.
 8. **No Hirer provided heating appliances are to be used on the premises.**
 9. The Hirer will be responsible for leaving the premises in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced. **Removal of any rubbish generated during the period of hire is the responsibility of the Hirer.** It is the responsibility of the hirer to set out tables and chairs according to requirements and at the end of the hiring period to return tables and chairs to their prior stacked positions. The main hall floor should be swept with the white floor duster and the committee room cleaned using the vacuum cleaner.
 10. Apart from the use of the notice boards nothing is to be attached to the walls. Ball games are not allowed unless previously agreed by the Trust in writing.
 11. The Trust accepts no responsibility for loss or damage to property by persons using the Hall. The acceptance of a booking implies acceptance of these Conditions of Hire. Failure to comply may result in the refusal of future bookings.
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