

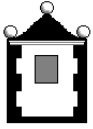
UGBOROUGH VILLAGE HALL

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# Welcome Pack



**Registered Charity Number 301002**



## UGBOROUGH VILLAGE HALL

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### Introduction

Ugborough Village Hall is situated next to Ugborough Primary School and to the rear of the Anchor Pub and the house that stands where the pub beer garden used to be. Originally a wooden construction dating from 1923, it is understood that the Conservative Club transferred the land into trustee safekeeping by conveyance in 1968. The present Hall was built in the early 1970s and it remains under the management of the Village Hall Committee: a group of volunteer trustees accountable to the community. The Hall is run as a charity under the auspices of the Charity Commission and operates according to the constitution established at its foundation.

### Booking

All wishing to hire the Hall must use the online booking form and the Booking Secretary/committee will make contact to discuss potential arrangements. Only then will the booking be confirmed.

Booking periods available include:

- Monday to Friday evenings - 7.00pm until midnight.
- Saturdays - 8am to 11.45pm (11pm in the case of theatrical plays).
- Sundays - 8am to 10.30pm.



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### Facilities & Utilities

The Main Hall can accommodate:

- 130 persons seated
- 200 standing
- 90 where people are sat at tables.

The Committee Room is situated upstairs which can be accessed via the outside staircase. The Committee Room can be included in the booking price if required.

The Kitchen, cloakrooms, storage area and toilets are all situated at ground level.

#### Heating

The Hall is equipped with gas-fired central heating, the cost of which is included in the hiring charge.

#### Toilets

Toilets are located in the Entrance Hall on the right hand side of the building opposite the kitchen area. There are male and female/unisex disabled toilets and including a disabled alarm system if required.

#### Kitchen facilities

There are 2 large ovens and 8 hobs provided for food preparation and a fridge freezer, all users will need to fulfil their own requirements for hygiene and food handling.

**Please note important information below with reference to labelling allergen information in food, which came into force on 13 December 2014:**

If you provide meals onsite you will need to write on your menus and any display boards the following fourteen allergens if they are included. You cannot use just a symbol it needs to be done in the written word as well.

If you are running a cooking activity the recipients (or parents/carers) will need to be informed on the day what you are cooking and what ingredients you are using, and if any of the following are included.

These fourteen major allergens will have to be highlighted on any ingredients lists. The allergens are:

- cereals containing gluten
- crustaceans, for example prawns, crabs, lobster and crayfish
- eggs
- fish
- peanuts
- soybeans
- milk



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- nuts, such as almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew and macadamia (Queensland) nuts
- celery (and celeriac)
- mustard
- sesame
- sulphur dioxide, which is a preservative found in some dried fruit
- lupin
- molluscs, for example clams, mussels, whelks, oysters, snails and squid

May Contain – This cannot be used (see paragraph below):

- may contain X
- not suitable for someone with X allergy

### **Effective Labelling Messages**

In the past advisory labels have tended to use the word 'nuts' without specifying the particular type of nut involved. Whilst this may be justifiable in certain situations where mixed or multiple nut ingredients are used or are supplied by the same suppliers, this may not always be the case. It is known that some people are only allergic to peanuts and others are only allergic to tree nuts, and sometimes only to specific tree nuts. Consideration should therefore be given to whether it is possible on the label to indicate the species of nut involved. Similarly, where a product contains peanuts but may be cross-contaminated with tree nuts, it may be appropriate to use a phrase such as 'May Contain Other Nuts'.

Attached to the pack is a tick list recipe sheet which can be used for any snacks or food you provide onsite and then displayed on your notice board.

For more information please contact:

Devon & Somerset Trading Standards Service  
A Joint Service Commissioned by Devon and Somerset County Councils  
Tel: 01392 383000  
[www.devonsomersettradingstandards.gov.uk](http://www.devonsomersettradingstandards.gov.uk)

There are also electric kettles, microwave, dishwasher and refrigerator/freezer available for use.

### Other facilities

The Hall contains the following:

- Approximately 96 soft upholstered chairs and a few plastic chairs (the latter suitable for external use if necessary).
- 11 small square tables held in the Table Cupboard opposite the Gents Toilet.
- 14 large rectangular tables also held in the Table Cupboard opposite the Gents Toilet.
- Sets of White Dinner Plates, Large Soup Bowls, Tea Plates, Teacups and Saucers, (each approximately number 96).
- White Sugar Bowls, Milk jugs, Wine (x100), Long Glasses (x 60), Tall Beer (x 100) and Glass Jugs (x 9).



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- Knives, Large and Small Forks, Desert Spoons, Soup Spoons, Larger Serving Spoons, Teaspoons, miscellaneous other implements and 1 Cake Server.
- A Serving unit.
- A Projection screen.
- Fire extinguishers (foam & powder plus fire blanket)
- Wall Clocks.
- A Sound System.
- A Hearing Loop System (the microphone can be requested from the Bookings Secretary).
- Cleaning equipment held in the Male Toilet cupboards.
- Drying cloths & oven gloves
- Vacuum cleaner – “Henry” (x2).
- First Aid kits upstairs and in the Kitchen

### Wi-Fi

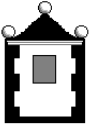
The Plusnet Wi-Fi is available and accessed via ‘Village Hall Wifi’ with password of ‘Ugborough’.

### Booking Facilities

All facilities are included in the booking price, and most can, if agreed with the Booking Secretary, be provided for short-term external loan for suitable recompense.

### Fire and Smoke Alarms

The Hall has fire call points, a heat alarm in the kitchen, a carbon monoxide alarm by the boiler and integrated smoke alarms in the public areas. In the kitchen by the fuse cabinet there are control buttons that may be used to hush any false alarm and plastic keys to test and reset the fire alarm call points.



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### Booking

**You are not covered by insurance if using the Hall outside of the hiring and/or licensed hours!**

Booking can be made through the Booking System on the Village Website at [www.ugborough.com/village-hall](http://www.ugborough.com/village-hall)

Full terms and conditions are available to view online and are an Appendix A to this Welcome Pack.

### BOOKING FORM PROCEDURE

Booking checked for conflict with Online Booking Calendar at [www.ugborough.com/village-hall](http://www.ugborough.com/village-hall).

Online Booking Enquiry Form to be completed and submitted confirming details of hire and confirmation that Ugborough Village Hall Terms and Conditions have been read and will be complied with.

When a booking is made a confirmation email/receipt will be provided by the Bookings Secretary.

Arrangement for keys will be confirmed by the Bookings Secretary.

Payment for hire and returnable deposits (if appropriate) is required before/when keys are collected from the Bookings Secretary. A receipt will be issued.

### Regular Bookings:

**Form to last until cancelled but renewed annually through the Bookings Secretary in May of each year to follow the AGM.**

### Notes:

- All parts of the premises should have sufficient lighting.
- The RCD socket should be used for any electrical appliances in the hall.
- The use of the premises must not cause disturbance to nearby residents and passers-by; amplified sound must be kept under control.
- A nominated person shall be in attendance during the whole period that the premises are open to the public. Whenever more than 50 persons are present there must be 2 people in attendance to act as stewards when required. Where most of those present are under the age of 16, the number of stewards shall not be less than 1 per 25. Designated responsible persons should be allocated to help individuals attending who may have difficulty evacuating the building in an emergency.
- No involvement in any way with hypnotism is allowed (Section 6 of the hypnotism Act 1952).
- No stages without prior written consent from relevant Licensing authority.
- No smoking is allowed in the hall. No explosive or highly flammable material, liquefied petroleum gas cylinders, naked flames, smoke machines, lasers or pyrotechnics.



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- The Entertainment license states that the premises opening hours are:
  - **Monday to Friday 8am to Midnight.**
  - **Saturday 8am to 11.45pm (11pm in the case of theatrical plays).**
  - **Sunday 8am to 10.30pm**

### **Please also note.**

- The kitchen hot water is *very* hot and care must be exercised in use of the kitchen taps. The taps in the toilet also produce very hot water.
- Never stack incompatible chairs and never stack compatible chairs more than **2** high for soft upholstered chairs and **5** high for plastic chairs. Please ensure items in storage cupboards are stored so as to pose no hazard to other users.
- Do not use appliances if unsure of correct operation – seek assistance from the committee.
- The kitchen is unsuitable for children/young people 16 years and under due to hazards in that area. Particular care must be taken with heaters and cleaning chemicals.
- If you need to increase the heating, adjust the radiator thermostats to a higher number, but return to its mid-setting after use.

### **Before leaving the hall:**

- Make sure it is in the same clean condition as you found it (including returning tables, etc to the storage places).
- Put all rubbish in bags and place them **in** the bin outside. (Animals will spread rubbish in plastic bags)
- Return radiator thermostats to position.
- Turn off internal lights, appliances including dishwasher, cooker and kettles, female/unisex toilet light switch (situated outside toilet door) and external porch light.
- Lock the **fire exit door** and **close the windows.**
- Defects should be reported to the Booking Secretary or any Hall Committee member.





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### Village Hall Hire Charges

**Table 1. Hire Charges**

	<b>Hire Charges</b>
Main Hall and Kitchen	£12.50 first hour, £10 per hour thereafter*
Committee Room	£5.00 per hour
Official bodies (e.g. elections)	£40.00 per session**
School	£10.00 per hour
Pre-School	£4.50 per hour £1.50 per hour for Committee Room
Deposit (when required)	Up to £200.00 per hire

\* Any discount requested must be agreed by committee on a case-by-case basis.

\*\* Session is defined as one of the following: AM, PM and Evening.

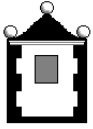
### Contact Names

Chair – Vacant

Secretary – Stafford Williams, 3 The Square, Ugborough, Ivybridge, Devon PL21 0NT

Booking Secretary – Kate Brampton, Hill House, Ugborough, Ivybridge, Devon PL21 0NJ

Treasurer – Vici Hemming, Virginia Lodge, Ugborough, Ivybridge, Devon PL21 0NR



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### **Emergency Plans**

#### **Emergency Exits**

There are emergency exits at the front and rear of the main hall and via the external stairwell from the Committee room. Please do not obstruct or lock these during use.

#### **Utilities**

Any utility emergency should be dealt with by shutting off the feed if possible using the Gas cut-off in the Kitchen, the Water shut-off under the wash hand basin outside the Ladies/Disabled Unisex Toilet or the Electrical cut-off in the Mains Switch in the RCD box above the sink on the right hand wall.

Any concerns should be addressed to a Committee member – see contact names.

#### **Fire**

In the event of fire leave the building by the nearest exit and raise the alarm. Do not take baggage and items likely to slow you down or cause an obstruction to others. Call the Fire Service using 999 on the nearest telephone. Gather in the Village Square to conduct a name check.

### **Data Protection Policy**

This Policy sets out our data protection responsibilities and highlights the obligations of our committee, volunteers, members, and any other contractor or legal or natural individual or organisation acting for or on behalf of the Hall Trustees.

The Hall Committee uses personal data from committee members for use on Hall business, but does not share this with third parties without permission. Data is held by the Secretary and Treasurer, including names, email addresses, telephone numbers and in some cases home addresses. Other data held may include BACS information for payments and information passed to the committee from organisations that correspond with the committee, such as councils, insurers, internet provider, voluntary organisations and hirers. All data is held securely and deleted when no longer used on Hall business. Anyone who has data held for use by the Hall Committee is entitled to review and update that data at any time.

Anyone holding data is to:

- Ensure paper forms are stored in known and safe locations.
- Ensure any laptops holding data are encrypted.
- Ensure any spreadsheets are password protected.
- Report data breaches to the Secretary.
- Ensure BCC function on email is used—never reveal addresses in group emails.



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Any potential breaches must be reported to the Data Controller (Secretary) within 24 hours. The potential breach will be discussed with those whose data has been affected for onward reporting if necessary to the Data Commissioner within 72 hours.

### **Safeguarding Policy**

The Hall has no direct responsibility over vulnerable persons requiring safeguarding action; however, the Committee understands that it is responsible for providing facilities used by groups that do. Where required these groups have their own Safeguarding policies and the Committee is available to consider implications of such policies at any time. Concerns should be addressed to the Secretary. The Hall Trustees do not require Safeguarding checks or training.



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### Appendix A. TERMS AND CONDITIONS OF HIRE APPLICABLE TO ALL UGBOROUGH VILLAGE HALL BOOKINGS.

1. The date and times of hiring of the Hall specified on the Booking Form as well as the conditions set out herewith must be strictly adhered to by the Hirer.
2. Keys will be supplied to the Hirer, to be returned to the Village Hall Committee by the 'end time' of the hiring period specified on the booking form. The Hirer is responsible for the keys during the period of hiring. Should the keys be lost, the Hirer is responsible for the cost of replacing the keys or replacing the locks with the required number of keys, at the discretion of the Committee.
3. The Hirer will, during the period of Hiring, be responsible for supervision of the premises, the fabric, and the contents, their care, safety from damage, or change of any sort and the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements, to avoid obstruction of the highway, trespass, or inconvenience to neighbours. At the end of the Hiring, the Hirer shall be responsible for leaving the premises and the surrounds in a clean and tidy condition, properly secured, and any contents temporarily removed from their usual positions properly replaced.
4. The Hirer is responsible for noise created by patrons and staff entering and leaving the premises and in its vicinity. The volume of amplified sound<sup>1</sup> used in connection with the entertainment shall always be under the control of the hirer and respect neighbouring properties particularly when the VH windows & doors are open. A Hearing Loop is provided in the main hall and the microphone can be requested from the Bookings Secretary.
5. The Hirer shall ensure that any electrical appliances brought in by the Hirer to the premises shall be safe and in good working order and used in a safe manner.
6. The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building, which may occur during the period of the hiring because of the hiring.
7. Any item brought into the Hall premises by the Hirer is at their own risk for insurance purposes (and will not be covered by village hall insurance) and is to be removed by the 'end time' of the Hiring period specified. Hall insurance schedules are available for inspection through the Secretary; inclusions are buildings, contents, meters, libel, glass/sanitary ware, public and employee liability and personal accident. Public Liability insurance Personal Accident cover is limited by Allied Westminster (Ugborough Village Hall Insurers) to those who are aged 85 years and under. There is no upper age limit for cover under Employers Liability which covers accidents that are the fault of insured. Hall insurance does not cover bouncy castles and similar inflatables – it is the hirers responsibility to ensure that a supplier has insurance against fault or damage and that the hirer has public liability insurance<sup>2</sup> for the party who is responsible for supervising the device.
8. The Hirer is responsible for obtaining any licences, including selling alcohol, serving alcohol to members of a private club, and providing entertainment. Temporary Events Notice may be necessary from SHDC for their proposed usage of the hall and for the observance of the same and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, the Local Magistrates Court, PPL/PRS (the Hall holds standing licences) or otherwise. Hirers must hold food preparation hygiene certificates as required. No customers will be permitted to take open containers of alcoholic or soft drinks from the premises. A proof of age policy to the satisfaction of the police, Weights & Measures and the Licensing Authority must be in place.
9. The Hirer is responsible for compliance with the terms of the committee's licences or special licences obtained. Note is particularly to be made regarding the numbers specified in the licences ie. 130 seated, 200 standing and a limit of 90 where people are sat at tables. *Details of the most recent risk assessment are posted in each room for guidance and warning posters must be complied with.* The Entertainment license states that the premises opening hours are: Monday to Friday 8am to Midnight; Saturday 8am to 11.45pm (11pm in the case of theatrical plays); Sunday 8am to 10.30pm.
10. If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Committee.
11. The Committee reserve the right to cancel this hiring or alter any of the conditions/particulars of it at their absolute discretion. In the case of cancellation, the Hirer is entitled to a full refund of only any deposit/rent already paid. In the case of alteration, the Hirer is to be informed of the proposed alteration and have the opportunity of accepting the revision or cancelling the booking to receive a full refund only.

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<sup>1</sup> Patrons/audience will not be exposed to an event Leq 107dB(A) and the peak sound pressure level should not exceed 140 dB.

<sup>2</sup> Hirers should have their own public liability insurance to cover inflatable use. If this is an individual who is hiring the hall, they may be covered under their household policy, and would just need to get this confirmed in writing. If their household insurer does not cover their liability for this supervision, a one-off policy could be obtained online. If the supplier company is staying to supervise it, then they should have their own public liability insurance. The insurance policy must be submitted prior to the event to the Booking Secretary and will be held for 3 years.



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12. Smoking policy: No smoking is allowed inside the building. Where smoking takes place externally, the Hirer is responsible for clearing cigarette butts from the path or road.
13. Animal policy: No animals, other than assistance dogs, are allowed on the premises at any time except with special permission, obtained from the Committee.
14. Stewarding: Hirers must ensure that sufficient attendants provide stewardship for those at an event. The minimum is 1 attendant per any number up to 50 and 2 for 51 or more patrons. Where most of those present are under the age of 16, the number of stewards shall not be less than 1 per 25. All staff or stewards must have received suitable training as to what to do in an emergency and in general safety precautions. Where applicable, an appropriate method for checking the number of people entering and leaving the premises is required, ensuring that steps are taken so that, once the maximum occupancy is reached, no further persons are admitted. When disabled people are present, adequate arrangements must exist to enable their safe evacuation in the event of an emergency.
15. Duty of Care: The Hirer is responsible for checking that the premises are fit for the purpose intended prior to opening and to ensure there are no risks to patrons and that all safety precautions are in place. Hirers must add risk assessment for variances or activities not included in the generic Hall Risk Assessment. Smoke alarms are not to be disabled. The Hirer shall not sublet nor use the premises for any unlawful purposes, nor in any unlawful way do anything, nor bring on to the premises anything which may endanger the same, or any insurance policies in respect thereof. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired; the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
16. When bookings are made back-to-back the Committee requests that every effort is made to facilitate handover to mutual satisfaction. Allowing an incoming user early access should be permitted whenever possible, whilst incoming users must respect the needs of the previous hirer. Whilst the Hall Committee can resolve problems, the Hall is a community facility and should be used with the spirit of the community in mind.
17. No booking can be made to cover a session more than 12 months in advance. Bookings last until cancelled but must be renewed annually through the Bookings Secretary.
18. Items permitted to be left on the premises at all times may be detailed on the back of the Agreement. Such listing must be of sufficient detail to clearly identify the items. Crockery, cutlery, chairs, tables etc may not be removed from the Hall without express permission from the Committee.

### Fire Precautions

Check the fire exit door is unlocked and easily opened. Exit doors to be regularly checked to ensure they function satisfactorily and maintained effective self-closing - shall not be held open other than by approved devices. Check exit routes and the side fire exit path is clear to the road - Walk the route. Locate the fire extinguishers and a phone to call Fire Service. Curtains, hangings, and temporary decorations must not obstruct exits, fire safety signs or fire-fighting equipment and must not present a fire hazard. An evacuation policy must be in place that is to the satisfaction of the Fire Authority. All stewards/staff members will be trained in the evacuation policy. Stewards are familiar with actions to evacuate all personnel, including those with disabilities.

### Notes:

The kitchen hot water is *very* hot, and care must be exercised in use of the kitchen taps. The taps in the toilet also produce hot water. Never stack incompatible chairs and never stack compatible chairs more than 2 high for soft upholstered chairs and 5 high for plastic chairs. Please ensure items in storage cupboards are stored to pose no hazard to other users.