

Bickleigh Village Hall, Bell Meadow,  
Bickleigh, Tiverton, Devon, EX16 8RE



01884 855053 - Chairperson  
07775 522311 - Bookings  
01884 855018 - Secretary

# Bickleigh Village Hall Hire - terms

**Hall Hirer:** \_\_\_\_\_

**Organisation (if applicable):** \_\_\_\_\_

**Date(s) of Hire:** \_\_\_\_\_

**Activity/Event:** \_\_\_\_\_

**Expected Attendance:** \_\_\_\_\_

Risk Assessment		
Hazard	Persons at Risk	Control Measures
Access to kitchen by children	Children	No children are permitted in the kitchen at any time during hall hire. Kitchen access is restricted to authorised adults only. Hirers must supervise children throughout the event.
Obstructed fire exits and fire doors	All hall users	Fire doors, escape routes and exits must be kept clear and unobstructed at all times. Furniture, equipment and personal belongings must not block fire exits.
Covered or obstructed heaters	All hall users	Heaters must not be covered with clothing, decorations, furniture or any other materials. Adequate clearance must be maintained to prevent overheating and fire risk.
Use of pool table	Hall users	Pool table is available upon request. Users must operate it responsibly and ensure adequate space around the table to prevent trips, slips and collisions.
Decorations attached to fairy lights	All hall users	Decorations, banners, balloons or other items must not be hung from or attached to the installed fairy lights. Alternative fixing points should be used where permitted.
Water heater in kitchen	All hall users	Correct use of the water heater is required as displayed on signage in the kitchen. Ensure the water in the machine is fresh before use. The heater MUST be switched off at the end of the hire. Failure to do so may incur an additional charge.
Slips, trips and falls	All hall users	Walkways, entrances and exits must be kept free from hazards. Spillages should be cleaned immediately and trailing cables secured.
Emergency evacuation	All hall users	Hirers must familiarise themselves with fire exits, assembly points and emergency procedures before the event begins.

## Equipment, cleanliness and lights

The cleaning cupboard contains all the equipment necessary for cleaning up spills, sweeping up and vacuuming. Please feel free to use whatever you need in order to leave the hall in the condition you found it.

Please ensure all lights (including the outside porch) are OFF when you leave.

## Hirer's Responsibilities

The hirer agrees to:

1. Comply with all hall safety requirements and conditions of hire.
2. Ensure adequate supervision of all attendees.
3. Keep fire exits and fire doors clear at all times.
4. Prevent children from entering the kitchen area.
5. Ensure heaters remain unobstructed and are turned OFF at the end of the hire.
6. Not attach decorations to the fairy lights.
7. Report any accidents, incidents or damage immediately to the committee (numbers above).
8. Leave the premises in a safe, clean and tidy condition at the end of the hire period - and switch OFF all lights and appliances.

## Declaration

I have read and understood this risk assessment and hire terms and agree to comply with the control measures listed above.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The Bickleigh Village Hall is run by volunteers. We are proud and delighted to provide this space for hire by local residents and those further afield. It is simply a space with facilities for groups to enjoy at a reasonable cost. Please help us to keep maintaining this building in our beautiful village by adhering to the requirements in this document.