**Please Note:**

**Use of external agencies within your booking:**

* Should be mentioned and agreed at the booking stage
* Many items such as ‘bouncy castles’ are not recommended and trampolines of any sort are not to be used.
* If appropriate, equipment should be from a recognised company with a proven history of successful practice and full Indemnity Insurance.
* The use of external coaches/instructors/leaders must also be agreed and they should have a nationally recognised qualification and suitable Indemnity insurance alongside a history of successful practice.

**Use of Thorncombe Active equipment**

* A Committee or club member will induct the organiser (or group) into the use of the equipment, its set up and operational procedures. Further help on managing the session -developing the activity can be requested, although the organiser must be competent in leading their own session.
* The current activities are of recognised sports that can be easily adapted for age or ability in recognised formats.
* The dimensions of the Hall are limited, and care needs to be taken playing close to the sides of any court or playing area.
* The equipment is of good quality and all organisers are requested to ensure that all their group know how to use them and follow their guidance. Formal or informal procedures should be agreed, used and followed.

Thorncombe Village Hall

**Activities and facilities for hire**

**USER BOOKLET**

**Multi – purpose Main Hall, kitchen and toilets**

**Smaller Community Room with attached kitchen**

**Extensive car parking on site and nearby**

**Your Hall contacts:**

* **Steve Poynton Committee Chair 01460 30417** ***stevepoynton@live.co.uk***
* **Andrew Willoughby Vice Chair 01460 30658** ***andrewbwilloughby@gmail.com***
* **Melanie Pierce-Butler Bookings Secretary 01460 30822**

***tpiercebutler@gmail.com***

* **Sandra Ballisat Secretary and Key Holder 01460 30882** ***s.ballisat@gmail.com***
* **Pauline Holt Treasurer 01460 30428**

***pauline@papan.eclipse.co.uk***

**Background**

* Thorncombe Village Hall Committee (TVHC) is the managing group for the Hall and its activities.
* Any letting will have a named person/organiser who is in overall charge of the group and communication with TVHC.
* Any letting must agree to use the management procedures set out for them in the induction and this booklet. Payment is before or at the time of the event, unless specific arrangements are made with the Booking Officer.
* The Hall has public liability insurance, but it is the responsibility of the hiring group to arrange for any additional cover *should it be required*, e.g. accidental damage or personal injury. The organiser should make this known to the group.
* The hirer is responsible for all charges arising from the booking and should keep a record and contact details of those attending should an emergency roll call or similar be needed.
* At present, lettings will not be made to persons under 18. If the group contains children or young people, then the organiser will have to demonstrate they have the experience or qualification for that group. e.g. a parent(s) and family group, or nationally recognised qualified leader/ instructor. These arrangements must follow current safeguarding requirements and practice.
* Regular use of the Hall will be confirmed after several successful sessions (a trial period). Please note that the Hall Committee reserve the right to request changes to the management of the activity, Hall and equipment. Should it be required this may include a warning or refusal of further bookings. Please note, anyone contravening the conditions agreed will be requested to leave the premises immediately and/or the hiring/activity stopped.
* The hirer is welcome to provide feedback to TVH staff and must report any Health and Safety incidents or accidents.

**Use of the Hall**

* An induction to the full use of the Hall, kitchens, electricity and heating etc will be offered and can be requested at any time.
* The Hall will be opened (by the Booking Officer or Committee Member) and the hirer needs to ensure that the premises are vacated at the end of the session and keys handed over.
* The Hall will be clean and tidy and should be left in a similar condition (cleaning items are available and will be shown at the induction). *Please note: there is no refuse collection for the Hall and ALL waste and rubbish must be taken away to be disposed of.*
* Any TVH equipment required for the activity will be provided at the same time and become the responsibility of the hirer. Any issues, damage or loss should be reported straight away. Any damage beyond normal ‘wear and tear’ will be the groups responsibility and (the cost of) a replacement or repair will be required.
* Food, drinks and snacks can be prepared in the kitchen but are not to go into the Hall during activity sessions. No alcohol or drugs in this environment. The Hall and its surrounds are a non-smoking area, including electronic devices.
* Where appropriate, suitable clothing and footwear are the responsibility of the organiser and group. However please note that outside shoes should be changed, especially in poor or wet weather.
* The hirer is responsible for all aspects of the behaviour of their group and must respond to any poor or anti-social incidents.
* The carpark is for the use of TVH hirers and at the vehicle owners own risk.

**TVH will not accept responsibility for any injury to persons, loss/damage to property/income** other than when proven attributable to negligence on part of TVH