



Talaton Parish Hall — Hall Hire Agreement

1. Parties

Hirer: [Name/Organisation, Address, Contact]

Hall: Talaton Parish Hall, EX5 2RG, managed by the Talaton Parish Hall Committee ("the Committee").

2. Event Details

Date(s): _____

Time (incl. setup/clearing): From ____ to ____

Purpose: _____

Expected attendees: ____

3. Booking Terms

Hirer must be at least 21 years old.

Minimum hire period: 2 hours.

The Committee reserves the right to decline a booking.

A booking is only confirmed once it has been approved by the Bookings Secretary.

Full payment, including any deposit, must be received by the invoice's due date.

4. Fees, Deposit & Payment

Hire fee: £_____

Security deposit: £_____ (refundable after inspection).

Full payment is due at least ____ days before the booking.

For whole-hall hires, a non-refundable 25% deposit may be requested upfront.

5. Insurance & Indemnity

The Hirer must:

Cover costs for any damage (accidental or deliberate) to the premises, equipment, or



surroundings.

Compensate the Committee for any insurance excess or uncovered claims if the Hall's policy is used due to the Hirer's actions.

The Committee:

Maintains insurance for the building and its liabilities, but is not liable for the Hirer's negligence.

6. Responsibilities of the Hirer

The Hirer must:

Maintain good order during the hire and manage guests' behaviour, including car parking.

Use only the booked rooms/areas and solely for the stated purposes.

Comply with all laws, including licensing, gambling, music, and copyright regulations.

Ensure that no alcohol is sold without a valid license or TENS, and that no minors are served alcohol.

Return the Hall, kitchen, garden, and car park to their original condition.

7. Health & Safety

Follow fire safety rules: keep exits clear, locate extinguishers, and follow evacuation plans.

No smoking or pyrotechnics. Tea lights and candles are prohibited.

Check escape routes before the event.

Report all accidents in the Accident Book and inform the Committee promptly.

A defibrillator is available — behind Talaton Community Shop and New Town.

8. Kitchen & Food Hygiene

Leave the kitchen clean and tidy. Dispose of waste correctly.

Follow basic food safety and personal hygiene.

A list of recommended hygiene practices is displayed.

9. Safeguarding

All bookings must comply with the Talaton Parish Hall Safeguarding Policy.

For public clubs or group activities with children/vulnerable adults: you must have a recognised safeguarding policy, DBS-checked staff and clear supervision protocols.

For private parties: responsible adults must supervise children at all times.



Any safeguarding concerns must be reported immediately to the Designated Safeguarding Officer:

- Name: Alan Franklin
- Contact: alanfranklin55@gmail.com

A safeguarding copy can be found in the hall folder and on our website.

10. Wi-Fi & AV Use

- Free Wi-Fi is provided; use legally and responsibly.
- AV system instructions are provided; do not alter fixed equipment.

11. Garden & Outdoor Use

Keep good order outdoors; garden use must comply with local noise rules.

No glassware; bottles are acceptable.

BBQs are not permitted.

No amplified music in the garden.

12. Special Equipment

If you require any special equipment please contact the Bookings Secretary.

13. Cancellations

By Hirer:

Please advise as soon as possible of any cancellation request. You may be required to forfeit a deposit.

By Hall:

Refunds given if Hall becomes unavailable; the Committee is not liable for related costs.

14. Data Privacy

Personal information is processed only for booking and management, in line with the UK GDPR and our Privacy Policy (available online).



15. Signatures

Name & Signature of Hirer: _____ Date: __/__/____

Name & Signature (for Committee): Tanya Jones Date: __/__/____