



Hall Booking Information

Located in the heart of Plympton, we are a welcoming, family owned venue, offering modern and comfortable facilities to the local community.

The hall can accommodate up to 200 people with tables and chairs. There is also a large car park beside the hall which hirers and visitors are welcome to use, as well as a small enclosed garden area. Kitchen hire is included in the price. The hall is easily accessible to disabled visitors, and baby change facilities are also provided.

Facilities include:

- A small kitchen
- Free parking
- Male, female and disabled toilets with baby change facilities.
- Disabled access
- Tables and chairs
- Fully air-conditioned
- Projectors, screens and speaker system
- Small stage area
- Safe garden area

At the end of your event, please ensure the hall and kitchen is clean and tidy and ensure that all lights are turned off (including the toilets and kitchen) and all external doors are locked. Cleaning materials including brushes and mops are kept in the cupboard in the ladies' toilets. All waste must be taken home by hirers.

The hall is both air-conditioned and heated. To protect the environment, the temperature is kept at a constant level, with controls in a locked boiler room. If you have any concerns regarding the temperature, please speak to the Hall Maintenance Team.

In the event of a fire, the hall should be evacuated by the closest of the three emergency exits and the fire brigade should be called using 999. Fire extinguishers are available throughout the building but fires should only be tackled if it is safe to do so.

A first aid box and incident book is located in the kitchen, and all incidents should be recorded and reported.

All information given here is correct at time of print. Plympton Hall retains the right to add or amend conditions if needed.



Conditions of Hire

1. The Hirer will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents; their care, safety from damage however slight; or change of any sort; and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements so as to avoid obstruction to the highway. The Hirer shall ensure that the minimum of noise is made on arrival and departure. This person will be 18 or over and will be the named or authorised person on the booking form.
2. The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.
3. The Hirer shall be responsible for obtaining such licenses as may be needed whether for the sale or supply of intoxicating liquor; from the performing rights society; from the Phonographic society or otherwise and for the observance of the same. A fee is charged by the appropriate licensing body.
4. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
5. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
6. The Hirer shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulations. Also, they are responsible for the hygienic disposal of all waste.
7. The Hirer shall ensure that no smoking takes place anywhere within the building nor within its grounds, in compliance with the No Smoking in Public Places Act. This included e-cigarettes and vapes.
8. The Hirer shall ensure that any electrical appliances brought to the premises for use are tested under the usual regulations and be safe and in good working order.
9. The Hirer shall indemnify the Hall owners 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 as a result of the hiring. The Hirer shall be responsible for making arrangements to insure against any third party claims which may lie against them (or the organisation of acting as a representative) whilst using the Hall. (The Hall is insured against any claims arising out of its own negligence)



10. The Hirer must report all accidents involving injury to the public to the Hall management as soon as possible. Any failure of equipment either belonging to the hall or brought in by the hirer must also be reported as soon as possible.
11. The Hirer shall ensure that no animals except guide dogs are brought onto the premises, other than for a special event or regular hire which has been agreed by the management in advance.
12. The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children.
13. The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the Hall, and shall indemnify the Hall Management accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.
14. The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular; the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on the Manufacturer's Recommended Retail Prices.
15. The Hall Management reserves the right to cancel the hiring of an event if the Hall is required for use in exceptional circumstances, in which case the Hirer will be given notice and shall be entitled to a refund of any deposit and fees already paid.
16. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Management shall not be liable to the hirer for any resulting loss or damage whatsoever.
17. The Hall Management reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time whether before or during the term of the agreement upon giving 7 days notice in writing to the hirer. The Hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer to the Hall. The Hall Management shall not be liable to make any further payment to the hirer.
18. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured, and keys returned, unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced, otherwise the management shall be at liberty to make an additional charge.
19. The Hall Management retains the right to add to, or amend these conditions as and when they see fit.



How to Book

Please email hello@plymptonhall.co.uk, message us via Facebook (/PlymptonHall) or call 07446 387171 for availability. We aim to get back to your request within a few hours but, during busy periods, it may take up to 24 hours.

If the date(s) requested are available, then hirers must complete this booking form and return it by email, or to the hall itself. Bookings are not guaranteed until we have your booking form and associated payment..

Payment for one-off hire

A deposit of £20 is required to secure your booking. This can be made by cash or bank transfer and should be returned with your booking form. The remaining balance is required no later than 2 weeks before your booking date. In the event of any damage, breakages or misuse of the hall, the hirer will be liable to cover any costs incurred with rectifying the faults within 7 days.

Payment for regular hirers

All regular hirers will be invoiced each month in advance, and payment must be made before the month commences unless otherwise agreed by the Hall management.

At the end of your booking, please ensure that;

- The building is completely empty
- You have taken all your property with you (including litter)
- All external doors are locked
- All lights are turned off (not forgetting the kitchen and toilets)
- The keys are returned as arranged.

The Hall Management wish you every success for your event!