Countess Wear Village Hall
Practical Information

Countess Wear Village Hall is run by a voluntary management committee. The Hall can be hired every day from 9am until 6pm, subject to availability and at the discretion of the committee. Hirers must be 18 years of age or over. Please note that a maximum of 60 people including audience, helpers and artists are allowed in the building at one time.

Cancellations
A minimum of 2 weeks 'notice is required; a refund of payment will be made as long as this notice is given. The management committee reserves the right to cancel a booking at any time.

Access to the Hall
The building address is: Countess Wear Village Hall, 28 School Lane, Exeter EX2 6LB. Access to the building will be given at the time of your booking and the hall must be clean and vacated by the end time of your booking. Please move and talk quietly in the entrance area, kitchen and on the stairs when other users are in the building.

Regular hirers will be given the code for the key safe to let themselves in. Please keep the key safe whilst in the building and make sure it is back in the key safe when you leave. One-off hires will be met by a committee member who will explain the facilities, heating and arrangements for locking up.

Car Parking
There is some on street parking. There is also a free public car park, in King George V Playing Fields less than 5 minute's walk away along Countess Wear Road.

Bikes and mobility scooters
Bicycles must be left outdoors, locking hoops are available on the wall. Users with mobility scooters are asked to be aware of other users.

Licences
Alcohol – the hall ***does not*** have a licence to sell alcohol.
Music – the hall ***does*** have a licence for playing music
TV Licence – the hall ***does not*** have a TV licence, you **must not** watch live broadcasts on the TV.

Lift
Please inform us if you are booking the meeting room and think someone may need to use the lift. Push the button to open the door. There are instructions inside about how to operate the lift. On the ground floor, there is a telephone to the right side of the lift which passengers can ring if needed. The lift has a battery backup to bring the lift to the ground floor in case of power failure.

Kitchen
The kitchen is only suitable for preparing cold food and preparing hot drinks; there are no cooking facilities.

Reviewed July 2026

Currently available in the kitchen are: 2 kettles, 40 mugs, 60 wine glasses, 3 jugs for squash, a good number of cups & saucers, enough cutlery for approximately 50 place settings, and larger knives for cutting cake etc.

Furniture and Equipment
Tables and chairs are stored behind the blue screens at the far end of the main hall please use any furniture you require. Please use the photo on the wall as a guide to replacing furniture where you found it.
Tables – take care when lifting and erecting, wipe clean after use.
Chair trolley - for moving stacks of chairs, please do not drag chairs or stack in front of heaters.
Electric leads – avoid creating trip hazards.
Walls – No items such as posters, decorations etc, to be stuck to walls as the paint could peel when these are removed. Also, take care not to accidentally mark the walls with chairs.

Dogs
Please note that no dogs are allowed with the exception of assistance & guide dogs.

HEALTH & SAFETY
Insurance
We hold Public Liability Insurance which covers activities organised by the Village Hall committee. The hall is insured to have a maximum of 60 people there at any one time.
Hirers must take out their own insurance to cover their own activities where injury can be sustained as part of your activity.

Accidents
In the case of serious injury ring 999.
There is a defibrillator located on the wall of the Tally Ho! Pub, in Countess Wear Rd, EX2 6LG.
A first aid box and Accident Book are situated in the kitchen to the left of the serving hatch. In the event of an accident complete an accident report in the Accident Book and notify countesswearvillagehall@gmail.com

Fire Safety
In the case of fire ring 999.
Smoking, vaping and naked flames are prohibited. Charging of vapes is prohibited. It is the responsibility of hirers and organisers to inform all in their group of fire safety including the location of the fire exits, fire extinguisher locations, the evacuation gathering point and fire drills.
In the event of a fire, the lift must not be used. Please report any incidents to countesswearvillagehall@gmail.com
Fire Exits are located at the front of the main hall on the right wall (opposite end to kitchen), in the kitchen and via the main entrance door.
Fire Extinguishers are positioned by the front entrance door, in the main hall by the kitchen hatch and on the upper floor landing. Please read the instructions to ensure you are able to use in the event of an emergency.
Evacuation Gathering Point is the Tally Ho car park.
Please ensure the people attending your activity/function are aware that they should evacuate to this point for a head count to be taken. Please proceed to take a head count to ensure everyone is out of the building.