

CARRADALE VILLAGE HALL

Registered Scottish Charity SC046722

TERMS AND CONDITIONS OF HIRE

- 1) All applications for the hire of Carradale Village Hall shall be made on the Booking Form or using the online booking system. Hirers must be aged 18yrs or over. Confirmation of the booking binds the Hirer to these terms and conditions. The facilities must only be used for purposes stated on the application form. Hirers may be asked for a deposit to secure the booking.
- 2) Where an organisation is named on the application form, the organisation will be jointly liable with the Hirer under these conditions.
- 3) In the event of cancellation by the Hirer of a confirmed booking, a cancellation charge will be made at the discretion of Carradale Village Hall Committee.
- 4) Hire charges will be in accordance with the pricing policy operating at the time of the hire.
- 5) Hirers are responsible for maintaining good order and behaviour when using Carradale Village Hall premises and may be required to provide stewards. Due regard must be paid to other users and local residents.
- 6) The Hirer shall leave the Hall in a clean and tidy condition. Special cleaning charges of £10 per hour will be levied where required.
- 7) It will be the Hirer's responsibility to ensure that all equipment or property brought into the premises is in safe and sound condition and complies with all relevant safety conditions. The Carradale Village Hall committee reserves the right to exclude any equipment or property deemed unsuitable.
- 8) The Hirer shall be held responsible for all damage to the hall during the period of hire and will be liable for all costs incurred to repair such damage.
- 9) Carradale Village Hall is insured through NFU and its public liability cover extends to one-off and regular hires by non-commercial hirers of the hall under the same terms, conditions and exclusions, provided that their activities are not excluded under the standard terms of the policy and indemnity is not provided by another insurance policy. However, regular hires must also be regarded as being for the benefit of the local community. Please check with the Bookings Secretary.
- 10) Hirers are strongly advised to ensure they take out suitable insurance to cover themselves for making good any damage or meeting a claim from an injured person at an event for which the organisers could be held responsible. At the discretion of the Hall Committee Hirers wishing to use the hall for certain activities may be required to have their own appropriate insurance cover.
- 11) Without limiting any other aspect of these conditions the Hirer will indemnify the Carradale Village Hall from and against all actions and claims, including loss of property belonging to the hirer or to other users.
- 12) It is the responsibility of the Hirer to familiarise themselves with the fire regulations. The Hirer shall regulate admissions so that at no time is the maximum capacity set by the Carradale Village Hall Committee exceeded (maximum 120 people seated). To comply with current regulations on fire and safety, each event staged within the facility is required to be supervised by a designated person who will be responsible for the overall control of the function and in particular, for taking control in the event of an emergency. The individual must be present throughout the duration of the event.
- 13) The Hirer shall not infringe the Copyright, Designs and Patents Act 1988. The Hirer must accept the sole responsibility for their productions and performances and unauthorised use of a

copyrighted production is prohibited. The hall is licensed by TheMusicLicence (formerly known as PRS for Music) for the playing of recorded and live music.

14) The Hirer shall ensure that they have obtained all necessary licences for their event from Argyll & Bute Council.

15) Events at which alcohol is sold (or included in ticket price) must have an appropriate liquor licence and it is the responsibility of the Hirer to obtain this from Argyll and Bute Council.

16) Carradale Village Hall committee will ensure compliance of the conditions of hire and has the right to terminate or refuse admission at any time.

17) Hirings involving young people under the age of 18 must be under the supervision of an appropriately qualified person throughout the duration of the hire. The Village Hall Committee adheres to Safeguarding Policies.

18) All disputes, which may arise, shall be settled by Carradale Village Hall Committee whose decision shall be final.

19) There is a payphone at the village hall. We recommend the availability of a mobile phone for all functions.

20) SMOKING is forbidden in any area of the hall.

Food Safety

21) The following statement, provided by a food safety officer with Scottish Borders Council, is included in the conditions of hire to ensure that food safety regulations are met:

- a) Hirers are required to ensure compliance with the Food Safety Act 1990, the Food Hygiene (Scotland) Regulations 2006 and any subsequent related regulations.
- b) Hirers are expected to familiarise themselves with the facilities available and to ensure that they are adequate for the purpose intended.
- c) Hirers will be required to remove all waste from the environs of the facility and where necessary make special arrangements for its removal with a licensed contractor before final vacation of the premises.
- d) Hirers must :-
 - Have a documented food safety management system
 - Ensure that food has been prepared in such a way that it will not result in any civil action being raised.

Recycling

22) Because there is no recycling collection at the hall, all **glass waste, plastic bottles and containers, paper and cardboard must** all be removed from the hall premises by the hirer and **not placed in the green waste bins at the hall**. The Hall Committee reserve the right to seek reimbursement of any cost involved should this guidance not be followed.