



Breckenry Road, Greenburn, Lockerbie, DG11 2RR

## Terms & Conditions

### GENERAL

Hall hirers must specify a '**Responsible Person**' over 18 to make the legal agreement, subject to these terms and conditions, and those in the document entitled **Hire Agreement**. The Responsible Person must be present on the premises for the duration of the hire session, and should be the person who makes the booking.

The premises are covered by **public liability insurance**, but it is the hall hirer's responsibility to have in place any insurance required for the activity itself. Please ensure you have researched this thoroughly before deciding that insurance is not required.

It is the responsibility of the hall hirer to carry out a **risk assessment** for any activity undertaken. All **electrical equipment** should be **PAT tested** as required.

Applegarth Hall's **overall capacity is 150** at any one time. For events in the main hall, please come and measure-up to ensure your proposed plans will work.

**Children** must be accompanied by an adult at all times, inside & outside the building.

**Dogs** are welcome, but must be kept on a lead outside (due to surrounding livestock). If dogs are brought indoors, the premises must be cleaned and vacuumed at the end of your session.

**No sleeping in the hall overnight** is permitted, as we do not have the correct fire alarms to allow this. There are no camping facilities.

### PARKING

There is **parking** for up to 20 vehicles, with space along the side road for additional vehicles if necessary (subject to highways law and regulations). We encourage reducing vehicle use where possible, for parking and environmental reasons.

Hall hirers are responsible for supervising **vehicle movement and parking** by people attending their events. Parking should be within marked spaces where practicable. Signage is available (please enquire). Parking on roadside verges is strictly at the driver's discretion.

### BOOKING & CANCELLATION

The **minimum booking session is 2 hours**, and must be made **online** via <https://hallbookingonline.com/applegarth/>. Once your booking is approved, along with any special terms as agreed, you will be sent an **invoice**, and the provisional booking will be confirmed once payment is received. The invoice must be paid by the date stated, or the date will be released.

If you need to change the date, this can be done by arrangement up to 7 days before the hire date. If you wish to cancel altogether, you will not receive a refund unless the time and date can be re-booked.

Regular weekly bookings for the same time-slot are available as a block booking if required, and attract a 10% discount. Please enquire.

## HOUSEKEEPING

You will need to make sure all lights, heaters, and water heaters are off when you vacate the premises. If you forget to do so, you will be required to pay the electricity costs.

Our insurers require that the woodburner is allowed to go out 1 hour before the premises are vacated.

The premises must be left as clean and tidy as you found them. Please come prepared to **remove all your rubbish and recycling**, as there is no refuse collection at Applegarth Hall. The premises will be checked after use, and if cleaning is necessary this will incur a minimum charge of £15. This will be added to your invoice if required.

Any issues with the premises — including accidental damage or anything noticed during your session — should be reported as soon as reasonably practicable, so that it can be addressed before the next hire.

## KITCHEN

To guarantee ease of **access between the kitchen and the main hall**, it is advisable also to book the meeting room to save walking around the outside of the building if the meeting room is in use. If you wish to serve food from the kitchen, booking the meeting room is essential.

PLEASE NOTE The kitchen is strictly **vegetarian**, which means that no meat or fish products may be stored, cooked or prepared there. (Dairy products and eggs are fine).

The kitchen is **registered as a food premises** with Dumfries & Galloway Council, and has **passed inspection**. However, kitchen hirers are responsible for ensuring they have the correct training and comply with food hygiene regulations, and that the kitchen meets the standard required for the type of catering undertaken.

Please note: **allergens** may be present on work surfaces and catering equipment.

The kitchen has a gas cooker, fridge, kettle, 2 air fryers, ice machine, and microwave. All electrical appliances have been PAT tested. The kitchen is well equipped with mugs and plastic glasses, and also has some plates, bowls, cutlery, utensils, and stainless steel pots and pans. If you are catering for an event we recommend that you arrange a visit to check the kitchen meets your needs. Additional terms and conditions apply to kitchen hire.

## FACILITIES

### Accessibility

Applegarth Hall has an **accessible toilet** with handrail and alarm, and **access ramp** into the building with handrails.

Wheelchair access within the meeting room may require rearrangement of some furniture: if you will not have someone present able to do this, please discuss your needs in advance.

## **Inclusivity**

Applegarth Hall supports and promotes an ethos of inclusivity, and we ask that our hirers welcome and accommodate diversity of all kinds.

## **Environment & sustainability**

The hall is supplied with recycled paper toilet tissue and paper towels, biodegradable cleaning products, and compostable bin liners. The garden and grounds are chemical-free and no-dig.

The hall is served by a septic tank, therefore it is a strict requirement that only toilet paper be flushed down the toilet. All sanitary products, nappies, and paper towels must be must be disposed of in the bins provided.

We ask that hirers conserve water, gas, and electricity as much as possible, for environmental reasons as well as cost.

## **Phone & data**

There is no telephone line at the hall. For safety reasons we recommend the availability of a mobile phone for all functions. There is a good Vodafone and Three **mobile phone reception** at Applegarth Hall, and a good **4G data** signal.

## **Equipment**

The hall has a **stage**, with two power points and overhead **stage lighting**. The stage can be accessed from both hall and meeting room, which can be hired and used as a **backstage area** or green room.

There are some **folding tables** which may be used free of charge. Please ensure that these are sufficient for your needs, or arrange to bring your own. There are lots of **chairs and benches**. These must be replaced at the end of the session.

## **LICENSING**

It is the responsibility of the hall hirer to ascertain whether an event or activity is licensable, and where applicable to obtain:

- from the local authority the relevant **Public Entertainment Licence** <https://www.dumgal.gov.uk/article/15854/Public-entertainment-licences>,
- from the Performing Rights Society **The Music Licence** required for any music played <https://pplprs.co.uk/business/other/>.

Applegarth Hall is not licensed premises for the **sale of alcohol**. If alcohol is to be consumed it is the hall hirer's responsibility to ascertain whether a licence is required, and to apply for an Occasional Licence <https://www.dumgal.gov.uk/article/16624/Apply-for-an-occasional-licence-to-sell-alcohol>.

*Hire details are subject to change, so please review this document each time you make a new booking. By making a booking, you will be agreeing to comply with the provisions in place at the time of booking.*