



Breckenry Road, Greenburn, Lockerbie, DG11 2RR

Band Practice

Terms & Conditions

Applegarth Hall's '**Band Practice**' offer is a special arrangement for **bands and musicians** who would like to hire the stage to practice, but do not need full or exclusive use of the premises and its facilities. The offer incorporates greater flexibility than standard hire. Please read the terms carefully, so that you select the arrangement that best meets your needs.

STAGE HIRE

Band Practice is for hire of the **stage only**. Maintenance or other activities may be taking place in other parts of the building, including the hall, and other people may be present. The hall may not be cleaned or cleared before your booking, although fire exits will be clear, and all other health and safety requirements will be adhered to.

Access is permitted **across the hall** from the **accessible entrance**, with clear access to the stage and its steps for the purpose of carrying equipment.

Friends, family, groupies, sound engineers, etc may hang-out in the hall subject to circumstances, and on the condition that chairs, benches etc are replaced, and that they do not make any mess that requires cleaning afterwards. Please enquire in advance.

Access to the **toilets** is through the door to the **foyer**. No access is permitted to the meeting room from the hall or stage except in an emergency, by invitation, or for other purposes (e.g. if the pop-up café is open).

BOOKING & CANCELLATION

The Band Practice offer is available for **individual sessions**, or **regular block bookings** (10% discount).

For both types of booking, the **minimum session is 2 hours** and must be made **online** via <https://hallbookingonline.com/applegarth/> using the Band Practice option rather than Hall & stage). Once your booking is approved, with any special terms as agreed, you will be sent an invoice, and the provisional booking will be confirmed once payment is received.

IMPORTANT: All 'Band Practice' bookings are **subject to alteration by Applegarth Hall** if a standard booking is subsequently received for the hall and stage. You will receive as much notice as possible, with minimum notice of 24 hours. You will be offered the option of either selecting a different date, or cancelling altogether with a refund credit to use towards a future booking.

1. Individual session bookings:

Individual bookings should be made at least **1 week in advance** to allow for invoicing and preparation of the premises. Invoices must be paid within **24 hours of receipt**, or the date will be released. Payment is by **bank transfer** – details on invoice.

Last-minute, extended, or additional bookings may be possible subject to availability, but require immediate payment in advance. Please enquire before booking.

If you wish to change a confirmed booking, you must give a minimum of **24 hours' notice**, and book an **alternative date** at the same time.

If you wish to cancel a confirmed booking altogether, you will not receive a refund unless the time and date can be re-booked.

2. Regular block bookings:

Regular bookings are available, either for the same time-slot every week, or for other available dates, and attract a 10% discount.

The minimum term is **3 months**, sessions must be booked and paid for **1 month in advance**, with payment by **standing order** – details on invoice.

Regular hirers may create an account on Hall Booking Online, allowing you to change the day or date (minimum of 24 hours' notice required), or book your next set of sessions, without re-entering your details.

GENERAL

Hall hirers will be required to specify a '**Responsible Person**' over 18 who will 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.

Parking is available at the **front of the hall** only, with space next to the accessible entrance to pull-up and unload equipment. Hall hirers are responsible for supervising **vehicle movement and parking** by people attending the band practice. Parking should be within marked spaces where practicable.

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

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.

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 use — should be reported as soon as reasonably practicable, so that it can be addressed before the next hire.

FACILITIES

The **stage** has double 13 amp electric sockets and overhead **stage lighting**. This power is included in the hire charge.

Heating: Use of the hall infrared heaters is an optional extra, for which 'before and after' meter readings must be taken. Portable heaters are not permitted, in accordance with our insurance policy.

The **kitchen add-on** is not available for this offer, but there is a tea trolley available, with a kettle – please bring your own mugs and refreshments, and leave the trolley as you found it. Water is available from the taps in the toilets (please clean the tap with antibacterial spray before use.)

The **Pop-up Café** may occasionally be open, and is sometimes available on request. Please enquire. Outwith your hire session, entrance to the meeting room and serving hatch is via the **main entrance and foyer**, as the hall may be in use.

The **Pop-up Gift Shop** may be open during daytime bookings. Whether or not it is open, you are welcome to make purchases using the honesty box or by bank transfer (details on booking invoice). There will sometimes be **musical items for sale** (plectrums, drum sticks, etc) so please enquire. The books in the hall are also for sale.

Accessibility

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

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 disposed of in the bins provided.

We ask that hirers conserve water 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.

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.