



Breckenry Road, Greenburn, Lockerbie, DG11 2RR
Email: applegarthhall@gmail.com Tel.07876 593808

Hall Hire Agreement

By making a booking you are confirming that you are over 18, that you have read and agree to the relevant Terms & Conditions, and as the Responsible Person you agree to the following terms:

- 1) To comply with all relevant booking and cancellation procedures;
- 2) To take responsibility for the Health & Safety of persons attending, including carrying out a risk assessment for all activities to be undertaken, familiarising yourself with the venue (information provided), and reporting any accidents in the venue's Accident Book;
- 3) To take responsibility for fire safety, ensure all persons attending know the location of fire points, fire exits, and what to do in the case of a suspected fire, and to ensure that fire exits are kept clear and accessible at all times;
- 4) To supervise vehicle movement and parking by persons attending;
- 5) To ensure that children are accompanied by an adult at all times, inside & outside the building;
- 6) To ensure that dogs are kept on a lead outside, and if permitted indoors that the premises are cleaned and vacuumed at the end of the session;
- 7) To ensure (where relevant) that the woodburner is allowed to go out 1 hour before the premises are vacated;
- 8) If using heaters and/or water heaters, to take photographs of the electric meters and email them as soon as practicable after the hire session;
- 9) To leave the premises as clean and tidy as found, and to remove all rubbish and recycling;
- 10) To report any issues with the premises as soon as practicable;
- 11) To turn off all lights, heaters, and water heaters before vacating the premises;
- 12) To ensure that all doors and windows are securely shut and locked when leaving, and keys are replaced in the keysafe;
- 13) To vacate the building promptly at the end of the hire session, and ensure that all attendees have left the premises;
- 14) To pay the balance of hire charges, electricity, and any additional charges by the date on the relevant invoice;
- 15) Not to share the keysafe combination with any other person.

Where applicable, you are also agreeing to:

- Obtain any necessary insurance cover required for activities undertaken;
- Obtain the relevant Public Entertainment Licence for any licensable activity undertaken;
- Obtain any Performing Rights Society music licence as required;
- Pay for the cost of repair of any damage done to the premises or its contents.