



Hall Letting Conditions

Booking, cancellation and payment

- All bookings are at the discretion of Ardrishaig Community Trust.
- If the let has to be cancelled by Ardrishaig Community Trust for any purposes, as much notice as possible will be given.
- Payment can be made by BACS or cash and should be paid within one month.
- You must not sub-let any part of the premises.

Conditions of use

- Premises must be left in a tidy condition at the end of the hire.
- Ardrishaig Halls are non smoking areas. Naked flames are not permitted.
- Drawing pins, tacks, staples, etc are not permitted. Only blutac on walls, and must be removed by client.
- Tables, having been wiped over, should be returned to where you found them and neatly stacked.
- Chairs should be returned to their stacks and should be stacked no more than 8 high, for safety.
- Please ensure that all windows and doors are securely closed when you lock the hall after your let. The key should be returned to the key box, do not take home.
- Report any faults, damages, breakages.
- The hirer is responsible for any breakages/damage to the fabric of the building and must cover the cost of repair. The hirer must inform Ardrishaig Community Trust of any damage within 24 hours.
- Parties including alcohol consumption are subject to separate conditions. The hirer must be over 25 years and will be responsible for all hire conditions. Please contact Ardrishaig hall office for further details.

Cleaning

- Rubbish must be removed from the premises, including glass bottles. Council bins should not be used.
- Floors should be swept or vacuumed (equipment in cleaner's area) and any obvious spills or stains should be cleaned up.
- Please leave the kitchen clean and tidy. Wash, dry and store any crockery or cutlery used and thoroughly clean any work surfaces. Do not leave any dishes at the sinks.
- Please check that the toilets are left clean and any body fluids are cleaned up.

Heating and electricity

- Heating has been preset for the hirer, if you need to adjust the temperature, instructions are on the heating control wall and must be adhered to. The hirer may be asked to pay for extra energy use if the instructions are not followed correctly.
- Any electrical equipment brought into the hall by the hirer or on behalf of the hirer must be PAT certified.
- Please ensure all lights and electrical sockets are turned off when you leave.

General

- The terms and conditions set out above, must be adhered to by all who use the building.
- Terms and conditions apply to all current members of organisations hiring the hall and will be automatically adopted by future members of these organisations.
- The directors reserve the right to change these terms and conditions at any time, at their discretion.
- In order to receive a let of Ardrishaig Halls, organisations working with children must comply with the Protection of Children (Scotland) Act 2003 (POSCA). This means that you must have a valid POSCA compliant child protection policy for your group. Any staff/volunteers who could be seen to have a "child care position" as defined under POSCA must be fully vetted and hold a POSCA certificate.

- Ardrishaig Community Trust accept no responsibility for loss or damage to any property left on the premises.

Health and safety

- Familiarise yourself with hall fire and safety regulations. All attendees should be briefed in the procedure to follow in the event that the building has to be evacuated. This should include:-
 - Pointing out fire exits and fire alarm buttons.
 - Evacuation routes.
 - The assembly area (carpark on shore side).
- In the event of a fire, or other reasons to evacuate the building, you should:-
 - Avoid tackling any fire or any dangerous outbreak.
 - Ensure all attendees are evacuated safely.
 - Be prepared to verify that all people have been accounted for.
- First aid kits are located in the foyer of the main building and the kitchen of the North Hall. Please fill in an accident report even for minor injuries.