



Terms and Conditions of Hall Hire

We want you to enjoy the use of our Hall and its facilities, The terms and conditions below are set out to ensure the Hall is used in a safe and respectful manner. As a valuable community facility, we wish the hall to be left as you found it so that we can continue to offer its use for others.

Hirer

The applicant (the Hirer/ Hirers) will be responsible for any hire charges

Where an application is made on behalf of an organisation, the Hirer and organisation will be jointly liable

We / Us/ Our - Balmaclellan Village Hall Committee

Where to find us to make a booking

All applications for hall hire can be made via the online booking portal.

You can access this through our Facebook page – **Balmaclellan Village Hall**, or online via

<https://hallbookingonline.com/balmaclellan/calendar.php>

Or via the Glenkens Hub

<https://glenkens.scot/community-spaces/balmaclellan-village-hall>

Conditions of Hire

Hirers are responsible for maintaining good order and behaviour when using the premises (including the Hall and outside spaces) and may be required to provide stewards to ensure this.

Due regard must be paid to other Hall users and to residents. Hirers must ensure that no vehicles are parked in a way that blocks or restricts access to neighbouring driveways at any time.

For evening events the Hall and grounds must be vacated by 2am.

The facilities must not be used for purposes other than those stated on the application form.

For Hirers using the kitchen and preparation room equipment, an inventory will be provided at the commencement of the hire, it is the Hirer's responsibility to check they are satisfied with the contents of this inventory.

Safety

Hirers must familiarise themselves with the fire regulation, which will be displayed in the building.

No smoking/ vaping is allowed in any area of the hall

Hirers will not light/ allow any fires on, or set off fireworks from the Hall and its grounds

Hirers shall regulate admissions so that at no time is the maximum capacity, set out below is exceeded.

To ensure compliance with current guidelines on fire and safety, each event staged in the Hall is required to be supervised by a designated person who will be responsible for the overall control of the event and for taking control in an emergency. Hirers are required to nominate on the application the person who will act in this capacity. The individual must be present throughout the duration of the event. If Hirers are not able to provide such a person, we will do so. Hirers will be charged for the cost involved.

The hall is licensed for:

100 seated at tables, or

80 mixed occupancy tables and dance, or

100 dancing only, or

100 closely seated audience

Hirers are responsible for the supervision of children at all times in the Hall and grounds. Hirers shall ensure that any activities for children comply with the provisions of The Children Act 1989, as amended, and that only fit and proper persons have access to children.

Hires by any school must be under the supervision of the Headteacher

Hirers are responsible for all equipment or property brought onto the premises to ensure it is in a safe and sound condition and complies with all relevant safety regulations. We reserve the right to exclude any equipment or property it deems unsuitable

Licenses and Permissions

Hirers are responsible for obtaining any licence required for the sale or supply of intoxicating liquor for consumption on the premises. The hall does not have an alcohol licence.

Hirers shall ensure that they have obtained all necessary licences. These will include, but not limited to, theatre, liquor, trading and gaming licences

Hirers shall commit no infringement of the copyright act and will relieve us from all claims. Hirers must accept the sole responsibility for their productions and performances, and the unauthorised use of copyright is prohibited.

Hirers are responsible for the completion of Performing Rights Society's forms for any function at which music is performed either by record, band, singing etc. and the delivery of the completed forms to the us. Performing rights fees and VAT may be added to the Hire Charge

Loss or Damages

Hirers responsible for all damage to the Hall and/or equipment during the hire and will be liable for all costs incurred to repair/ replace any damage/ damaged items.

Hirers will indemnify us from and against all actions and claims, including loss of properties belonging to the Hirer or users.

Hirers are strongly recommended to ensure that they hold suitable insurance to cover for making good any damage / meeting any claim from an injured person at the event for which the organisers may be held responsible.

In the event of, and in our sole opinion there is damage to the Hall, all or part of any deposit received will be used to rectify the damage, bearing in mind it is the Hirers responsibility to cover all costs for damages.

Hirers must replace all fixtures and fittings removed from the Hall as they were found, our prior written consent must be sought to move fixtures/fittings.

Hirers must store any equipment removed in a dry lockable place and return it to the Hall before the hire expires

Cancelation, termination, dispute

Regular Hirers

Will be invoiced monthly in arrears. If a weekday booking is cancelled within 48 hours, or if there is a no-show, the full hire charge will apply unless we agree otherwise.

Occasional Users and One-Off bookings

A non-refundable deposit of £50 will be required. If a weekday booking is cancelled within 48 hours of the event, or if there is a no-show, the full hire charge (less any deposit that has been paid) will apply unless we agree otherwise.

Weekend Bookings

A non-refundable deposit of £50 will be required. If any booking at a weekend i.e. Saturday or Sunday is cancelled within 14 days of the event a cancellation the full hire charge (less any deposit that has been paid) will apply unless we agree otherwise.

We reserve the right to cancel any bookings at any time and will not be liable for any loss or damage arising from such a cancellation.

We will ensure compliance of the conditions of hire and has the right to terminate or refuse admission at any time

All disputes which may arise, shall be settled by us.

End of hire

At the end of the hire period, Hirers are responsible for:

- a) Leaving the hall clean and tidy - sweeping floors and mopping up any spills as necessary.
- b) All chairs and tables must be stored in stacks of 8 in the appropriate storage area.
- c) Removing all decorations.
- d) Flushing all toilets and ensuring they are in a clean condition.
- e) Switching off all kitchen equipment, including turning off all taps.
- f) Remove rubbish and place in the bins at the side of the building if they are full, take your rubbish with you do not leave it around the bin.
- g) Empty fridge and throw away items, if long term hire please refer to the Hall Kitchen Food Handling and Hygiene Policy.
- h) Closing all windows and doors, switching off all lights and locking the main entrance doors.

At our discretion additional cleaning charges may be levied where the cleaning of the premises requires more than the cleaning outlined above.

Payment

Hire charges will be in accordance with the pricing policy operating at the time of hire.

Hire charges, including regular hires, **must** be paid within 28 days of the invoice date. Late payment charges of an additional 50% of the invoice amount may be applied by us.

Payment should be made via BACs unless otherwise discussed and confirmed in writing by the booking secretary.

At our discretion (normally for larger events) a damage deposit of £100 will be payable at the time of booking. (see loss or damages) If there is no damage the deposit will be returned to the Hirer

If you need to speak to us about a booking?

If you need to contact us to discuss a booking, you can do this by messaging us at

chair@balmclellanvillagehall.org.uk

Please leave your details and a contact number and we will respond as soon as we can.