



Terms and Conditions of Hire for Bunessan Hall

Booking, cancellation and payment

1. All bookings are at the discretion of Bunessan Community Association.
2. The Hall Committee reserves the right to claim all or part of the hiring charge if the Hirer cancels the booking with less than 4 (four) weeks notice.
3. Payments for the hire of the hall can be made by Bacs, card or cash.

Conditions of Use

4. Bunessan Hall is NO SMOKING throughout. Candles, tea lights and other naked flames are not permitted.
5. Users should be aware that the Hall has limited parking and that parking nearby is at the owner's risk. Loading and unloading should not obstruct local traffic.
6. The Hall has an entertainments licence that applies to events that charge admission at the door. Where appropriate, a levy of £10.00 per event will be charged.
7. If alcohol is to be sold on the premises it is the responsibility of the hirer to obtain the appropriate licence and to comply with the terms of that licence.

Use of the Hall

8. It is a condition of the hire that the premises are left in a tidy condition at the end of the hiring period.
9. Chairs and tables, having been wiped over, should be returned whence they came.
10. Rubbish must be placed in the appropriate bins provided.
11. Floors should be swept and tidied.
12. Any additional Hall Cleaner costs through non-compliance with the above may be levied on the hirer.
13. Please do not adjust the heating controls, these have been set for optimum temperature for each space.
14. Any electrical equipment brought into the hall by the hirer or on behalf of the hirer must be PAT certified and a member of the committee informed before hand.
15. Please consider our neighbours when playing loud music.
16. Please ensure that all windows and doors are securely closed, lights and electrical sockets turned off when you lock the hall.
17. The Hirer is responsible for any damage or loss to the Hall & grounds during the hire period. If there is loss or damage, the hirer must inform the bookings secretary within 24 hours. Any costs for repairs or loss replacement may be levied on the Hirer.

Additional Conditions for larger events & functions including weddings

18. A deposit of £200 (paid in advance & in addition to the hire charge) will be required to go towards damages/breakages of equipment or the building, including sound and lighting. This amount will be refunded if no damage occurs. The committee reserve the right to retain all or part of this deposit.
19. If you wish to decorate the hall, please discuss this with a member of the committee when making the booking.
20. Cleaning: If you'd rather not clean up yourself after an event we can do it for you (by prior arrangement) for £175. £175 will be automatically be added to the hire if the hall hasn't been left clean and tidy

General

21. The Terms & Conditions set out above must be adhered to by all who use the Hall.
22. The Hall Committee reserves the right to change these Terms & Conditions at any time at their discretion.
23. Any problems or questions please contact the committee on BunessanHall@outlook.com or one of the hall trustee.



We thank you for your co-operation and hope that you enjoy the use of Buinessan Hall.

Buinessan Community Association uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall Secretary'.