

Terms and conditions of let

1. All parties engaging any part of the property known as Canonbie Public Hall (hereinafter known as the hall) shall:-
 - a. Be liable for payment of the appropriate charges.
 - b. Be responsible for the cost of making good any loss or damage that may be done to the premises or furnishings during the period of let.
 - c. Be liable for any loss or damage sustained by persons attending the functions.
 - d. Take all proper precautions to prevent overcrowding of the premises including, where necessary, taking the advice of the Firemaster, Chief Constable or other appropriate officials. The Management Committee and it's authorised officer shall have the power to order the closing of the doors if, in their opinion further admission would be improper or dangerous or exceed the maximum permitted number

ROOM.	USE.	MAXIMUM No's
Main Hall	– When used for closely seated audience	– 225
Main Hall	– When used for dancing (with tables)	– 180
Main Hall	– When used for a table seated function	– 140
Ante-Room	– When used for a table seated function	- 26

- e. Not allow any person under the influence of illegal drugs or having illegal drugs in his possession to enter the hall, nor illegal drugs to be sold or consumed on the premises.
- f. Report all accidents or injuries, no matter how serious, to any one of the hall management committee, which includes Chairman, Vice-Chairman, or the secretary within 24 hours of the incident occurring. The event must be recorded in the accident book which is stored in the information rack in the toilet passage.
- g. Keep such records as may be required by, pay such charges as may be due to, and otherwise comply with the requirements of the Collector of the Customs and Excise, the performing rights Society and the Local Authority.
- h. Not put up any decorations, scenery or other fittings or furnishings which will or may be likely to damage the fittings and furnishings in, and fabric of the building, without the consent of the Management Committee or their authorised officer. All such decorations, scenery or other fittings or furnishings are to be removed immediately after the close of the function, or, if the function is in the evening, before 9am the following day, or earlier, if the property is booked for the next morning.
2. To leave the hall in the same state of cleanliness that it was, at the start of the let. This includes returning tables, chairs and any other equipment used during the let, to their respective storage area's. Additional charges will be levied against a let should this not take place; to pay for the additional hours worked by the caretaker/s to rectify the situation. The Management Committee reserves the right to:-
 - a. Decline granting the use of the Hall at any time and to any party.
 - b. Amend or alter these conditions or the scale charges at any time

- b. To impose any special conditions, which may seem to them reasonable, to suit the circumstances of any particular case; save that any person declined to let the hall they shall have the right to appeal to Dumfries and Galloway Council at the Council Chambers in Annan.
3. The Management Committee reserves the right of access by the Chairman of the Committee and its authorised officers to all parts of the premises at all times and on all occasions.
4. The Management Committee shall not be liable for any loss or damage sustained by persons using the premises through failure of utilities, normal hall services, defects, or deficiencies in the premises or furnishings, or for any property left on the premises.
5. The Management Committee shall not be bound to provide any furnishings, scenery, curtains, additional lighting or facilities other than those available and asked for in the application and all persons engaging the premises, shall be held to have satisfied themselves as to the adequacy of the furnishings and facilities available. If additional furnishings etc., are required, these must be provided by the applicant or, if provided by the Management Committee, must be paid for in addition to the ordinary charges.
 6. The management committee will not be held responsible for the performers electrical/electronic equipment. 13a switch sockets are provided at the rear of the stage for the electric/electronic performers equipment. These sockets are connected through the fire alarm system and will disconnect the equipment should the fire alarm activate. These 13A sockets must be used when performers equipment is in use. All performers must supply and use their own automatic protection devices, and with currant test certificates.
 7. To allow proper access and egress and, in the interest of safety. Standing in the gangways is not permitted. All fire exits from all parts of the Hall must be clear at all times.
 8. Charges will be levied against a hall hire if the Performing Rights Society member's recordings are in use, i.e. CDs, cassettes, live music etc.
 9. Preparing of foodstuffs in the hall kitchen must be supervised at all times by persons who hold current and appropriate health and Hygiene certificates. The applicant shall be responsible for ensuring where necessary, that an appropriate insurance policy is taken out to cover all risks, which they may be held responsible for in terms of the let. It is the duty of the hirer to ensure that a copy of the policy is sent to the Management Committee secretary before the event is held. The hall will not be responsible for the lack of appropriate insurance cover, other than the liabilities within the halls own insurance cover.
 10. Should a hirer engage hall premises and do not strictly adhere to these Rules and Conditions, the Management Committee reserves the right to cancel any other bookings by that party.
 11. Any complaints must be made in writing to the Secretary of the Canonbie Public Hall Management Committee, within seven (7) days of the event.