



TERMS & CONDITIONS

These terms and conditions apply to all lets in the Dennyloanhead Community Hall and form a contract between Dennyloanhead Community Hall Ltd. ("the Committee") and all persons or organisations hiring the hall ("the hirer").

1. The terms chargeable for let's will be decided by the Committee and details will be issued to Centre users. The Committee may, without prejudice, allow entry earlier than stated, provided the hall is not being used for another function.
2. No commercial profit-making functions will be allowed without the sanction of the Committee. Terms for these functions, if approved, are subject to a surcharge.
3. All bookings and cancellations must be made through the Office.
4. Termination of a regular let requires one month's notice, which helps avoid confusion and double bookings.
5. The hirer is responsible for taking away all food waste, recycling waste and landfill waste after each function, and for clearing up after their event, including
6. removing all rubbish and cleaning any hall equipment used. If the hall is left in such an unclean state that normal cleaning cannot make it suitable for the next
7. user, a minimum cleaning charge of £100 will apply. The Committee will request a deposit to cover any possible damage or vandalism, and the hirer will be liable for the full cost of any breakage or vandalism occurring during their let. The Office Bearers of the Committee and the Caretaker have the right to always access the building, although this will only be exercised in extreme circumstances. Where a licence is required, a committee member must validate it before the function, and it must be displayed during the event.
8. A cash cleaning bond of a minimum of £100 is required for all private functions. This must be paid 24 hours in advance of the booking. The bond will be repaid within 24 hours after the hall has been inspected and confirmed to be clean, undamaged, and left in an acceptable condition. If additional cleaning is required, the bond will be used to cover these costs.
9. All companies must email their original Public Liability Insurance documents to the Office before entry is allowed, and a copy will be retained for our records. Groups that do not require Public Liability Insurance must complete a Waiver Form.
10. All electrical equipment brought into the hall must be PAT tested and passed with a valid certificate.
11. Only soft foam balls may be used in ball games.
12. There is no smoking, including vapour and e-cigarettes, anywhere in the building.
13. Members of organisations who use the shared kitchen are responsible for maintaining appropriate food hygiene standards.
14. Emergency doors are alarmed and must only be used in the case of an emergency. They must not be used for general entry or exit, nor should anything be placed across them that would impede a quick exit in the event of fire.