

Terms and Conditions of Hire of Eddleston Village Hall

All hirers are required to agree and adhere to the terms & conditions below. Confirming a booking assumes agreement to these terms and conditions.

Bookings and Hirers. Bookings only become valid once they have been confirmed by the Bookings Secretary. Minimum age of hirer is 18. The Hall may only be used for the purpose set out at the time of booking, you may not sub hire or use the Hall for any unlawful purpose.

Opening & Closing Times. The Hall, its facilities and grounds are generally available to hire from 08.00 to 23.00 unless there is prior agreement of an extension with the Bookings Secretary. Remember to allow set up and clean down time when deciding on the length of your booking.

Key and Access to the Hall. Please contact the Bookings Secretary a few days before your booking to arrange key access.

Capacity. The hall is licensed for 80 people. The floor space is 90 meters squared (12.62m x 7.15m).

Public Liability Insurance. The hall has insurance cover but Professional Leaders and groups may need to purchase their own indemnity insurance e.g. bikers, therapists, group teachers. Anyone using a Bouncy Castle must have insurance cover.

Smoking. Smoking is **prohibited** in all areas of the premises and grounds.

Alcohol. Alcohol and intoxicating liquor are NOT to be sold on the premises as the hall does not have a Liquor Licence. Such a licence is also required if any payment is made at the door on entry to the event as well as inside. Hirers can apply for a temporary (one off) liquor licence via SBC or the Hall can apply for one on your behalf at additional cost. Please note that a full six weeks notice is required for SBC, more if the Hall is to acquire the licence. No licence is required for BYOB or if alcohol is provided e.g. at a wedding, where no cash changes hands.

Children. Children aged 12 and under must be supervised by a responsible adult at all times.

ECO Awareness. We ask that users of the hall try to use eco friendly products wherever possible to reduce our use of plastic and non-recyclable materials.

Noise and Music. The Hall has a PRS & PPL licence to play music. We ask that users are respectful of local residents and to keep the sound level quieter after 9.00pm (when all music should be played indoors). When leaving at night, **PLEASE LEAVE QUIETLY** so as not to disturb the local residents.

Fire. Notices with directions can be found on the notice boards in the hall. The Fire Assembly Point is beside the bottle bank in the car park.

Fire Hazards. Open fires, BBQ's, fire pits and fireworks are not permitted.

Overnight Camping. In either a tent or a van is not permitted in the Hall or in the car park.

When Dark. It is advised to switch on the two outdoor porch lights using the switch on the inside porch wall. They illuminate both the interior and exterior of the building.

Cancellation. If you wish to cancel the booking before the event date, any repayment of the booking fee shall be at the discretion of the Hall Committee. You may be required to change your booking if the Hall is required by the council for Election or public purposes. In this case an alternative date or a full refund will be offered.

Damages. The Hirer will be asked to pay for any breakages or damage to the Hall or its contents.

Cleanliness. When you enter the Hall, it will be clean & tidy. **Please leave the Hall clean and tidy.** If the Hall, kitchen or toilet is left in an unsatisfactory condition, we will ask you to pay for the Hall to be professionally cleaned.

Rubbish. There are waste bins. Please separate your rubbish into the various categories. The bins in the kitchen are labelled. Please empty the bins into the appropriate collection bins outside the kitchen door. Any excess rubbish should be bagged up and placed beside the bins.

First Aid. First Aid box is located in the cupboard marked Bite and a Blether in the kitchen, to the left of the door. If an incident requiring First Aid occurs please complete the Accident Book at the hatch in the kitchen.

Car Park. Limited parking is available in the Hall's car park. Vehicles are parked at the owner's risk

Electrical Appliances. All appliances brought into the Hall should be used in a safe manner and be in good working order.

Chairs & Tables. Tables and chairs can be found in the cupboard to the right of the stage. Please return them as you found them.

Inventory. There are plenty of tables, chairs, crockery, glasses and cutlery all available free of charge. If you are planning a large party, please make arrangements to view the Hall and check if there are sufficient for your needs.

Tablecloths. These are available in the hall and users should check prior to the event that there are sufficient for their needs. Soiled tablecloths should be left folded on the kitchen worktop so that they can be washed.

Walls. Do not use **sellotape** anywhere in the Hall. **Blue Tack** may be used on walls and doors if care is taken when being removed.

Safeguarding. Any organisation that will be working with children in the hall will need to have DBS checks and a safeguarding procedures and policy in place to ensure children and young people are protected from harm or abuse. It will need to ensure its staff and volunteers know what to do if they are worried and to ensure the group is responsible for their work.

Dogs. Dogs are not allowed into the hall when food is being served (except Assistance Dogs.) At other times dogs could be present, with owners taking responsibility for their dogs at all times. Cleaning is critical, and owners are requested to sweep and wash the floor at the end of the hire, ensuring it is spotlessly clean for other users (eg. Pilates and Yoga classes).

Before Leaving:

- ✓ Switch off water heater under the sink if you switched it on
- ✓ Ensure the hall is clean and tidy as you found it
- ✓ Ensure excess rubbish is placed tidily in bags next to the bins
- ✓ Switch off lights
- ✓ Ensure appliances are switched off at the socket unless otherwise directed
- ✓ Turn heating thermostat down to 10 degrees
- ✓ Make sure tables and chairs are neatly stacked away in the cupboard.

Refer to checklist on the back of the entrance door.

Eddleston Village Hall Booking Form

Name of Hirer	
Organisation (if applicable)	
Address	
Telephone	
Email	
Purpose of Let	
Type of use	Non-commercial / Commercial (delete as applicable)
Date of Let	
Start time	
Finish time (including clearing up)	

I agree to the above terms and conditions and confirm I have or do not need the following licences:

Liquor Licence

Public Entertainment Theatre

PRS for Music and/or PPL UK Music Licences

Commercial Trading

Theatre

I confirm that I have or do not need public liability insurance

Signed

Name

Date

Please keep a copy for your records and return a signed copy to bookings@eddeleston.org.uk

Account for payments:

Acc Name: Eddleston Hall Committee

Sort Code 80-09-33

Account Number 00329899