

FARR COMMUNITY HALL SCIO

TERMS AND CONDITIONS OF HALL LETTING

SECTION 1 – CONDITIONS OF LET

1.1 A booking form must be completed for all lets and received by the Hall Booking Secretary **at least 10 working days** via the online booking portal or email, farrcommunityhall@outlook.com before a let is required, unless otherwise agreed with the Hall Booking Secretary.

1.2 Applicants will be refused a let where:

- The applicant is under 21 years of age.
- No application for lets will be accepted whilst any accounts for payment by the Hirer to Farr Community Hall SCIO remain outstanding.
- The applicant does not otherwise meet the conditions of use.
- Appropriate measures of Child Protection have not been taken (see Section 3).
- There have been specific and proven breaches of the letting arrangements in the past
- The purpose of the let is illegal.

1.3 Submitting a form does not constitute acceptance of the let as the applicant will be advised if the booking can be accommodated.

1.4 Approved lets are not transferable and are only valid for the named Hirer/organisation, accommodation, dates and purposes stated on the booking form. Sub-lets are not permitted.

Hirers will be given a key code to gain access to the Hall. The code must not be shared with other individuals, or used to gain access for any other reason without agreement of the Hall trustees.

1.5 All preparation and tidying up must take place within the booked times and only areas of the facility noted on the booking form can be used. Hirers who exceed the booked time or use un-booked areas may be subject to additional charges.

1.6 Any wilful or malicious damage to the premises, furniture, or equipment found prior to the start or during the course of the let must be reported to the Hall Booking Secretary immediately.

1.7 The Hirer is responsible for the good conduct of all present during the let and the preservation of good order in and around the hall. Noise should be kept within reasonable limits.

1.8 The maximum capacities of each room must be strictly adhered to. See section 4.1

1.9 Risk assessments are completed by the Farr Community Hall SCIO management committee for the building and are available on request. It is your responsibility to complete risk assessments for your own club or activity.

1.10 Those hiring the hall for a private booking must ensure that all rubbish and recycling is removed from the hall and not placed in the outside bins at the hall.

1.11 No overnight use. We are unable to allow any individuals to sleep in the premises overnight.

1.12 Acceptance of any booking is at the discretion of the Trustees.

1.13 The premises must be left clean, tidy and in good order and condition and all rubbish must be removed. Tables and chairs should be clean when put away, fitness equipment should be clean and disinfected.

1.14 Any Trustee of Farr Community Hall SCIO has the right to enter the Hall during a function or event to ascertain compliance with the terms and conditions.

1.15 Alcohol on the premises. Bring your own bottle events are allowed in the Hall but licensed bars are not.

1.16 Fireworks, release of sky lanterns and balloons are not permitted on the premises.

SECTION 2 – PAYMENTS AND CANCELLATIONS

2.1 The Hirer must provide prior notice of **cancellation at least 5 full working days** (i.e. Monday to Friday) before the time that a let is due to take place, otherwise the let will be **charged in full,** unless otherwise agreed with the Hall Booking Secretary. Please send notice of cancellation in writing to farrcommunityhall@outlook.com

2.2 Any additional costs incurred in cleaning or restoring premises to original condition will be subsequently charged to the Hirer. The rate charged is Monday to Friday - £30.00, Saturday and Sunday - £50.00.

2.3 All lets will terminate by 10pm except where a specific extension has been given.

2.4 Booking charges must be paid at the time of booking, unless alternative arrangements have been authorized by the Hall Booking Secretary.

2.5 Time must be allocated within the booking period to allow for preparation and cleaning up. If not vacated on time, the next hourly rate will automatically be charged

2.6 The Trustees reserve the right to cancel a booking by written notice to the hirer should use of the Hall be required by the wider community such as emergency use, or a community consultation (in which case 10 working days notice will be given).

2.7 If you fail to turn up for your booking, full charges will take effect, unless otherwise agreed with the Hall Booking Secretary

SECTION 3 – LOSS OR DAMAGE

3.1 If any damage occurs during your booking, the group or person hiring the facility will be held liable for such damage. Please report any damages to a Farr Community Hall SCIO Trustee as soon as they occur.

3.2 Farr Community Hall SCIO are not responsible for valuables or equipment left on the premises (car park, playing fields, main hall, changing rooms and garage).

3.3 Farr Community Hall SCIO have public liability insurance and copies of the certificates are displayed throughout the hall. Farr Community Hall SCIO require that all community groups hiring the Community Hall on a regular basis have Public Liability Insurance to cover any damage or injury to third parties whilst attending your activity. Casual or private social gatherings are covered by the Hall's hirers liability cover.

SECTION 4 – MAXIMUM ROOM CAPACITIES

4.1 The maximum numbers of people who are permitted to use each room must strictly be adhered to, as per the requirements of the Farr Community Hall Public Entertainment Licence:

Main Hall	200 standing or 150 seated
Clachan Room	40 seated
Bunachton Room	20 seated
Duntelchaig Room	20 seated

Chairs are provided in each room to match the seating capacity of the room.

SECTION 5 – PERMISSION TO PHOTOGRAPH OR FILM

5.1 Hirers are responsible, for the safety and privacy of users, you must gain acceptance to use a camera, video camera or mobile phone with camera/videoing facilities within these premises

5.2 The above may only be used in the room you have hired.

5.3 Permission from all participants in the group must be sought.

5.4 If there are children under 16 in the group, written permission to be photographed or recorded must be sought from parents.

SECTION 6 – DATA PROTECTION

6.1 Data Protection The information gathered on the application form is used to process your booking. Your personal information is held on a letting database. The condition for processing is covered by (Article 6(1) (b) of the General Data Protection Regulation). The information is kept for a period of 6 months subsequent to the date of your let. You have the right to view, change, delete or restrict the processing of your personal data. Your personal information is not subject to automated decision making or profiling.

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel: 0303 123 1113 https://ico.org.uk/global/contact-us/

SECTION 7 – HIRER'S RESPONSIBILITIES

7.1 Where children, "protected adults" or adults who may be "a risk" are involved in activities during the period of a let – whether as committee members, staff, volunteers or participants – the Hirer must have read and ensured that they comply with the document "Farr Community Hall SCIO Child & Adult Protection Guidance". Please note this guidance also applies to self-employed individuals providing for these groups.

7.2 The Hirer is responsible for ensuring that a person/people with appropriate experience and qualifications for the safe delivery of the activities they are providing supervises and is in attendance during the duration of let. There also should be a person in attendance at the beginning and the end of the let to ensure that furniture and equipment are returned to their relevant storage areas. Two responsible adults to be in attendance at all times.

7.3 The Hirer shall indemnify Farr Community Hall SCIO against all costs, expenses, liabilities, injury, loss or damage arising due to any act or omission of the Hirer, or any of his agents, volunteers or staff in connection with the hire of the premises or the activities carried out during the period of let.

7.4 The Hirer is responsible for ensuring that all appropriate licences and permits are in place prior to the start of a let.

7.5 The Hirer is responsible for ensuring compliance with any emergency regulation or special or any other regulation in force. Hirers must familiarise themselves with the emergency exit routes for the premises and bring these to the attention of their members/participants. All exits from the premises must be kept clear of obstruction at all times. **Emergency exits should only be used in case of emergency and not for routine access/egress.**

7.6 Hirers must not display or affix materials such as posters, flyers, signboards, either within or outwith the hall unless with the prior written agreement of the Hall Booking Secretary. The hall reserves the right to levy an additional charge to make good any damage to hall property resulting from unauthorised use of such materials.

7.7 The Hirer is responsible for ensuring that all individuals wear suitable or appropriate footwear.

SECTION 8 – GENERAL RULES

8.1 Fires and/or barbecues are not permitted except where permission is specifically granted on only in the area specified/agreed.

8.2 Portable electrical equipment may only be used in the premises if it has been PAT tested to ensure that it has no electrical defects which could constitute a safety hazard. It should be noted that this may be audited at any time during the let period. Information on PAT testing certification can be obtained from the British Standards Institute.

8.3 The group or person making the booking is responsible for all people attending their activity, and as such is expected to supervise and maintain order within the group, and ensure all those attending the activity understand and adhere to the conditions of let. Any breach of conditions of let by any member of your group will not be tolerated and will lead to your booking being terminated.

8.4 Farr Community Hall SCIO have the authority to evict and ban unruly people.

8.5 No one under the influence or suspected of being under the influence, or drink or drugs, will be admitted.

8.6 Smoking is not permitted within buildings and not within 15 metres of said buildings.

8.7 The Hall and its Trustees accept no responsibility for any stored equipment or any other property brought into or left at the Hall and all liability for loss or damage of stored equipment is hereby excluded.

8.8 Equipment cannot be stored in the Hall without the prior agreement of the Trustees.