

Morison Duncan Hall

Terms of Conditions

Hire Charges:

for Local Regular user*

- Large Hall £10
- Small Meeting Room £7

for Occasional user

- Large Hall £15
- Small Meeting Room £10
- Kitchen** £5

*Local Regular user: local residence making more than 12 bookings per year.

**Kitchen: if you need to use large kitchen appliances (oven, dishwasher, stove, etc.), please book the Kitchen.

Conditions of Hire

1. The premises **MUST** be left in a clean and tidy condition. Floors must be swept. Cleaning materials, mops and brushes are in the cupboard opposite the Ladies toilet.
2. If tables and chairs are used for the event, they **MUST** be put back to the storage area after use.
3. The hall must be tidied and cleaned after use on the same day.
4. After the event, **ALL** windows, **ALL** internal and external doors must be closed properly. Several internal doors are fire doors and **MUST** be closed.
5. The person booking the hall must ensure that a **RESPONSIBLE PERSON** over the age of 18 is on the premises **AT ALL TIMES**.
6. The responsible person in the hall will ensure the correct behaviour and conduct of all persons in the hall.
7. The Morison Duncan Hall Management Committee is **NOT** responsible for any food or drink served.
8. **NO** animals are allowed in the hall except for guide dogs.
9. Only the booked rooms can be used.

Payment

- For regular users: Invoice will be sent out in the beginning of every month for all the bookings in previous month.
- For occasional users: Invoice will be sent out after booking confirmation. Payment must be made before event takes place.
- We accept bank transfer, cheque or cash.

Cancellation Policy:

Bookings can be cancelled free of charge 2 days before the hiring date.
Bookings cancelled within 2 days of the hiring date and no-shows will be charged.

Key collection/drop off for non key holders

1 hour before your booking or to be defined.

Use of furniture

If tables and chairs are needed for the event, please indicate in the field of “Message for the Administrator” in the booking form. Instructions will be given where and how to get them. All tables and chairs must be put back to the storage area in the same order after use.

Heating

Heating will be programmed to be on ahead of your booking in winter months. Please do not adjust the thermostat, radiators or boiler.