

KIPPEN VILLAGE HALL

REGISTERED CHARITY NO SC040993

Fore Road, Kippen, Stirlingshire FK8 3DT

Terms and Conditions of Let

Please retain a copy for your information

- 1) An online booking form must be completed in respect of each date required. Regular Users should email their dates in advance to kippenvillagehall@gmail.com and the administrator will add the dates to the calendar. It is their responsibility to check on the online calendar that these dates are all correct. Invoices will be sent for all dates displayed.
- 2) All rental payments must be made in accordance with the current schedule of charges.
- 3) Users are responsible for setting up and clearing the hall in respect of any activity/function. The use of cellotape and nails on the walls and in the woodwork is not permitted. Careful use of blu tack or similar is allowed.
- 4) Users are required to clean the areas of the hall used in relation to any activity/function. An additional charge of £25 per hour cleaner time will be levied on the hirer if extra cleaning is required following a hire or deducted from their deposit.
- 5) It is the responsibility of hall users to ensure that all appliances and lights are switched off after use and that the hall is left secure.
- 6) **The hall has no council rubbish uplift for events/functions and therefore it is the responsibility of the hirer to completely remove all recycling material and rubbish generated by the user's event. The hirer will be charged for rubbish left after an event at the rate of £10 per standard bag or deducted from their deposit.**
- 7) The hirer is responsible for the repair or replacement of any property damaged during the period of the let.
- 8) A commercial hirer of the hall is responsible for arranging insurance cover.
- 9) **A hirer must carry out a Health & Safety risk assessment prior to any function or activity.**
- 10) No smoking is permitted within the hall. **A Fire Marshall and Deputy must be appointed for the activity/function.** The nominated Fire Marshall must ensure that those attending any activity/function are aware of fire procedures including the location of fire exits. The Fire Marshall must ensure that all fire doors remain clear from obstruction during the period of let. **The external side passage way must remain clear of vehicles at all times.**
- 11) The public entertainments licence limits the capacity of the hall to 120 persons (seated) at any one time. The hirer must ensure that this number is not exceeded. The licence stipulates that the hall may be open for the purposes of entertainment or recreation from **Mon-Sat: 9am to 12 midnight and Sun: 9am to 11pm.**
- 12) The hall does not have a licence to sell or supply alcohol. Any private arrangements made by the hirer in relation to the supply of alcohol must accord with the Licensing (Scotland) Acts. The responsibility of ensuring proper conduct within the hall lies with the hirer.
- 13) The hall has wifi for hall users.
- 14) It is a requirement that all individual members of groups with rota responsibilities are fully aware of the terms and conditions of let.
- 15) Members of the management committee shall have free access to the hall at all times.

- 16) The management committee reserves the right to terminate the let at short notice without compensation due to the occurrence of circumstances outwith its control.