

# **MENZIES HALL, FINTRY**

## **INFORMATION AND CONDITIONS OF LET**

### **1. Name of Hall**

The name of the hall is the **Menzies Hall, Fintry** and this should be used for publicity, newspaper articles and all other purposes.

### **2. Payment**

Regular users are requested to pay by the term, as agreed, and to pay promptly upon receipt of a bill from the Hall Treasurer. A cancellation charge may be levied at the discretion of the Hall Committee. Also, at the discretion of the Committee, a deposit may be charged. This deposit is refundable if no extra costs are incurred from any circumstances arising from the Let.

The hall charges can be explained by contacting the booking secretary or the Treasurer.

### **3. Insurance**

Users are advised that they should arrange their own insurance to cover **Public Liability** and **User Liability** together with loss of property. The Hall Committee cannot be held responsible for actions of users or for the loss of their property. The hall insurance does not cover this.

### **4. Responsibility**

Individuals and organisations booking the hall must take responsibility for assessing risk for their activity and acting appropriately.

An **accident book** and first aid box are located in the kitchen. Hall users are responsible for recording **all accidents or minor incidents** in the accident book.

Large groups should provide their own appropriate first aid equipment.

Users will be responsible for the proper conduct of the Let, and shall be liable for any damage caused to the premises and/or furnishings, fittings, equipment etc. including the cost of repairing such damage.

*Loss, Damage and Breakdown:*

Any loss, damage or breakdown should be reported as soon as possible to the secretary or a member of the Hall Committee.

### **5. Cleaning**

Users are required to clean up after each Let, using the equipment provided. Kitchen, toilet areas and floors should be left in a clean and tidy condition, and all equipment, e.g. tables and chairs, returned as found. Users should note that they require to provide their own tea towels for drying up in the kitchen.

### **6. Rubbish**

Hall users are responsible for providing refuse sacks and taking away all rubbish from the hall after each session. Hall bins are for use by the hall caretaker only and are not available for bulk use by hirers. Clean cardboard may be put in the brown bin.

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### **7. Smoking Is not permitted anywhere inside the Menzies Hall**

## **8. Licences/Permissions**

Hall users are responsible for obtaining Licences that may be needed for the sale of alcohol and also - if recorded music is performed - a Licence from Phonographic & Performance Ltd. Also, hall users are responsible for observance of all other regulations appertaining to the premises as stipulated by the Fire authority, the Local Authority or otherwise, including compliance with the control of Noise at Work Regulations 2005.

## **9. Wall Notices**

Notices etc. may not be fixed to any wall except by blu-tack. The permanent notice board may be used.

## **10. Emergency Doors**

The emergency door (rear of the stage) exit is for use in a case of emergency only and must be kept clear at all times.

## **11. Footwear**

Suitable footwear must be worn when in the hall, particularly for sports. Roller blades are not permitted in any part of the building.

## **12. End of Session**

Please ensure that all lights, heaters and fans are switched off at the end of each session and that the hall is left secure. Do not switch off the main switch. Bolts, at the door leading to the gents' toilet, are to be secured.

## **13. Hall Use**

Different groups use the hall and different parts of the hall may be used at one time. Please exercise consideration for others at all times, especially in the communal areas, i.e. kitchen, toilets.

## **14. Supervision**

Please note that the hall will not be Let to anyone under the age of 18. Hall users under the age of 18 must be supervised by the person responsible for the booking.

For their safety, children must not be in the kitchen at any time, unsupervised.

## **15. Use of Ladders**

Permission must be sought from the Hall Committee for the use of ladders.

No ladders or steps may be used without a second person standing at the base to secure it.

## **16. Car Parking**

During the period of the hire, the hirer will be responsible for supervising car parking arrangements in order to keep the area safe and avoid obstructing the highway. Pavements should be kept clear.

## **17. Electrical Equipment**

All electrical equipment used by organizations must be PAT tested in accordance with HSE recommendations.

***The Menzies Hall Committee appreciates the co-operation it receives from hall users.  
2024***