

HALL HIRE TERMS AND CONDITIONS

Hiring of New Galloway Town Hall is subject to our terms and conditions. Booking of the Hall is taken confirmation of these terms. Please read these carefully and ensure that you and your users adhere to them - this is your responsibility.

A generic risk assessment can be found under the [Documentation](#) tab and in the Town Hall. The HIRER shall be responsible for preparing and submitting a supplementary risk assessment to cover any additional risks posed by the activities of the HIRER.

GENERAL CONDITIONS

- For the purposes of this document, 'LING' refers to Local Initiatives in New Galloway, the charity managing New Galloway Town Hall
- For the purposes of this document, 'HIRER' refers to an individual HIRER, or where the HIRER is an organisation, it refers to the authorised representative as recorded on the booking form
- For the purposes of this document, 'HALL' refers to the Lower Hall, the Upper Hall or both
- The HIRER is responsible for the fabric and contents of the spaces they use within the HALL during the period of hire
- The HIRER shall ensure that no animals are brought into the HALL without prior agreement in writing, with the exception of service animals
- LING reserves the right to refuse a booking without giving a reason

BOOKING PROCEDURE

- Bookings can be made using the [calendar](#) on the website
- Before bookings can be made, all HIRERS must accept these Terms and Conditions
- No booking requests can be made by children under the age of 18
- An appropriate number of adults must supervise all children under the age of 16
- The HIRER will have access to those parts of the HALL specified on their booking form
- HIRERS must ensure they include sufficient set up and clear up time within their booking
- HIRERS will be invoiced according to the current published [Hire Charges](#)
- LING reserves the right to cancel a booking under special conditions, for example if the HALL is required to act as a polling station
- Bookings can normally be changed without charge

LING is a Scottish Charity, SC047553, regulated by the Scottish Charity Regulator (OSCR)



HIRER'S RESPONSIBILITIES

- Be liable for payment of the appropriate charges
- The HIRER will, during the period of hiring, be responsible for the supervision of the HALL, its fabric and its contents (to the extent that it impacts HIRER activity), ensuring their care and safety from damage from all persons using the premises, whatever their capacity
- The HIRER will, during the period of hiring, be responsible for the behaviour of all persons using the premises, whatever their capacity
- Children are not permitted in the kitchen without prior agreement in writing
- The HIRER shall not use the HALL for any purpose other than the one described on the booking form, and shall not sub-hire the HALL
- The HIRER shall not use the HALL or allow the HALL to be used for any unlawful purpose
- The HIRER shall not bring anything into the HALL which may endanger the same, or render invalid any insurance policies in respect thereof
- No alcoholic drinks must be taken onto the premises, nor any application for an occasional license to sell or dispense alcoholic drinks made without consent from LING
- The HIRER shall be responsible for obtaining such licenses as may be needed for the sale or supply of alcoholic beverages, performances and entertainment, and/or other such activities for which authorisation is required
- If activities involve the supervision of children and/or other vulnerable persons, it is the responsibility of the HIRER to comply with the requirements of Disclosure Scotland and the PVG Scheme
- The HIRER shall ensure attendees are aware that smoking is not allowed anywhere on the premises
- The HIRER shall not allow any person under the influence of illegal drugs or in possession of illegal drugs to enter the HALL, nor illegal drugs to be sold or consumed on the premises
- The HIRER shall ensure that sub-contracted activities such as mobile discotheques, caterers, etc. are fully insured against public liability for their operations
- Please note that LING has insured the HALL for public liability risks falling within their responsibility
- The HIRER shall ensure that nothing is done in or in relation to the HALL which contravenes laws relating to gaming, betting, and lotteries, or which might bring LING into disrepute
- The HIRER shall indemnify LING for the cost of repair of any damage done to any part of the HALL or its contents which occurs during the period of hiring, or as a result of the hiring
- The HIRER shall ensure that all children on the premises are under adult supervision at all times
- The HIRER is responsible for leaving the HALL and surrounds in a clean and tidy condition, with any contents which have been temporarily moved properly replaced, and the building must be properly locked and secured unless directed otherwise, otherwise LING shall be at liberty to make an extra charge
- The HALL will be provided to the HIRER in a clean and functional condition. The HIRER is responsible for returning the premises in an equivalent condition at the end of the hire, including sweeping/mopping the floors and cleaning the kitchen. LING will impose a charge to cover the cost of any additional work that may result from failure to observe this condition.

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 info@ling.org.uk
 07749 249 781
 newgallowaytownhall.com
 High St, New Galloway, DG7 3RL



- The HIRER is responsible to ensure that any rubbish accumulated during the hire is taken away after the event as the HALL has a limited capacity to collect and remove rubbish
- The HIRER must promptly return any keys provided for access to the HALL
- The HIRER shall, if preparing, serving, or selling food, observe all relevant food hygiene regulations and legislation, including those detailed in the kitchen or any other part of the HALL
- The HIRER shall ensure any electrical appliances brought onto the premises and used there shall be safe, in good working order and used in a safe manner
- The HIRER, as well as all attendees, should familiarise themselves with the location and use of fire equipment as well as any escape routes (see section below on **FIRE REGULATIONS**)
- The HIRER shall make every effort to ensure that any attendees are made aware that parking is limited in New Galloway, and advise any drivers to adhere to parking legislation as well as to consider local residents and other HALL users when parking

FIRE REGULATIONS

- In the event of a fire or suspected fire, all HALL users must first evacuate the building
- The HIRER and attendees must familiarise themselves with all fire notices, and make themselves aware of all fire doors, exit routes, fire extinguishers, and fire alarm call points
- Except when in use, all marked fire doors must be kept closed
- All exit routes (mostly corridors) must be kept clear of obstructions and trip/slip hazards
- All ground floor escape routes must be accessible to wheelchair users
- The HIRER should avoid laying cables on the floor, but in the event of there being no alternative, cables must be properly covered with cable covers and must never cross fire escape routes
- The HIRER must ensure that the arrangement of tables, chairs, etc. in the HALL provides a clear escape route to the three fire doors
- The HIRER must ensure that no combustible waste material is left outside the HALL
- The HIRER must ensure that any electrical equipment brought into the HALL has a current Portable Appliance Test (PAT) sticker
- This is the maximum capacity of rooms in the HALL as per our fire regulations:

| | LOWER HALL | UPPER HALL |
|----------------------------|------------|------------|
| CONFERENCE/CONCERT SEATING | 60 | 153 |
| DANCING WITH SEATING | 40 | 130 |
| DANCING WITH TABLES | 30 | 85 |

IN THE EVENT OF AN ACCIDENT OR EMERGENCY

- The HIRER must record any accidents involving injury to the public in the Accident Book, and report the accident to info@ling.org.uk as soon as possible
- In the event of an emergency, please telephone one of the contact numbers displayed on the Lower Hall noticeboard (please note that the HALL currently does not have a telephone)
- The HIRER shall note the location of fire-fighting equipment and comply with all fire precautions and evacuation procedures as outlined in the 'Fire Risk Assessment' document

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