

# Local Initiatives in New Galloway February 2024

## Room Hire Terms and Conditions

March 2024

**Hiring of the New Galloway Town Hall (NGTH) is subject to our terms and conditions. Booking of the Hall is taken as confirmation of these terms. Please read these carefully and ensure that you and your users adhere to them - this is your responsibility. In particular, note that you are required to complete a risk assessment and forward this to us in advance of your booking**

**A generic risk assessment is on our [website](#) and posted in the Hall. The HIRER shall be responsible for the preparation and submission in advance of a supplementary Risk Assessment to cover any additional risks posed by the activities of the HIRER.**

### General Conditions

- For the purpose of these conditions, the term LING refers to Local Initiatives in New Galloway, the charity managing the New Galloway Town Hall
- For the purpose of these conditions, the term HIRER shall mean an individual HIRER, or, where the HIRER is an organisation, the authorised representative as recorded on the Booking Form.
- For the purposes of these conditions, the term HALL can refer to the Lower Hall, the Main Hall or both.
- The HIRER shall be responsible for the fabric and contents of the rooms and spaces they use during the period of hire.
- The HIRER shall ensure that no animals, except guide dogs, are brought into the Hall, without prior agreement in writing.

### Booking Procedure

- Bookings are made using the [Booking Form](#) on the website.
- Before bookings can be made, all HIRERS must accept these Terms & Conditions.
- No booking requests can be accepted from children under the age of 18. The appropriate number of adults must supervise all children under 16.
- The HIRER will have access to those parts of the Hall specified on the Booking Form.
- All bookings must include sufficient set up and cleaning up time.
- HIRERS will be invoiced according to the current published Scale of 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.

### HIRER'S Responsibilities

- Be liable for payment of the appropriate charges.
- The HIRER will, during the period of hiring, be responsible for supervision of the premises, the fabric and the contents (to the extent impacted by the hirer's activity), their care, safety from damage and the behaviour of all persons using the premises, whatever their capacity. Children are not permitted in the kitchen unless by prior agreement in writing.
- The HIRER shall not use the premises for any purpose other than that described on the Booking Form and shall not sub-hire or use the premises or allow the premises to

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be used for any unlawful purpose or in any unlawful way nor do anything to bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic beverages thereon without written permission.

- No alcoholic drinks must be taken into the premises and no application for an occasional licence to sell or dispense alcoholic drinks may be made without consent from LING.
- The HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or the supply of alcoholic beverages or for the performance of entertainment and/or other such activities for which authorisation is required. If activities involve the supervision of children or other vulnerable persons, it is the responsibility of the HIRER to ensure that all requirements of Disclosure Scotland PVG Scheme are complied with.
- Not allow any person under the influence of illegal drugs or having illegal drugs in his possession 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, catering etc are fully insured against public liability for their operation. LING has insured the Hall for Public Liability risks falling within their responsibility.
- The HIRER shall ensure that nothing is done on, or in relation to, the premises which might contravene the law 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 property or the contents of the building, which may occur during the period of hiring, as a result of the hiring.
- The HIRER shall ensure that all children on the premises are under adult supervision at all times.
- At the end of the hiring, the HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents which have been temporarily removed from their usual positions properly replaced, 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. It is the responsibility of the HIRER to return the premises to an equivalent condition at the end of the hire, including sweeping/mopping the floors and cleaning the kitchen. It is the responsibility of the HIRER to ensure that any rubbish accumulated during the hire is taken away after the event. The Hall does not have the capacity to collect and remove rubbish. LING will impose a charge to cover the cost of any additional work that may result from failure to observe this condition.
- After the event, the HIRER must return promptly any keys provided for access to the Hall.
- The HIRER shall, if preparing, serving or selling food, observe all the relevant food health and hygiene legislation and regulations including those detailed on any notice in the kitchen or other part of the Hall.
- The HIRER shall ensure that any electrical appliances brought to the premises and used there, shall be safe, in good working order and used in a safe manner.

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- In addition to the HIRER, it is essential that all attendants should acquaint themselves with the location and use of fire equipment, the escape routes and the need to keep them clear and the necessity to close all fire doors. (see section below on Fire Regulations)
- A generic risk assessment is posted in the Hall. The HIRER shall be responsible for the preparation and submission in advance of a supplementary Risk Assessment to cover any additional risks posed by the activities of the HIRER.
- The HIRER shall make every effort to ensure that all accessing the Hall are made aware that parking is restricted in New Galloway, and advise any drivers to adhere to parking legislation, and to park with consideration of local residents and other visitors.

### Fire Regulations

- In case of fire or suspected fire, first evacuate the building.
- Users must read all Fire notices and know locations of fire doors, exit routes, fire extinguishers, fire alarm call points
- Except when in use (especially when the building is empty), all fire doors (all clearly marked KEEP SHUT, must be kept closed
- All exit routes (mostly the corridors) must always be kept clear of obstructions, trip hazards and slip hazards. Remember all ground floor escape routes must also be accessible to wheelchairs. Cables should normally not be laid on floor but if there is no alternative, they must be properly covered with cable covers and must never cross escape routes.
- The arrangement of chairs tables etc. in both halls must always provide clear escape routes to the two fire escape doors.
- Fire Capacity- both standing/seating and emergency if applicable (Max figures)

#### **Main Hall is as follows:**

Close seating 153

Dancing with seating 130

Dinner dance 85

#### **Lower hall is:**

Closed seat 60

Dancing with seating 40

Dinner dance 30

- No combustible waste material must be left outside against the walls of the Hall.
- All electrical equipment brought in by Users must have a current Portable Appliance Test (PAT) sticker.

### In the Event of an Accident or Emergency

- The HIRER must report all accidents involving injury to the public to the Secretary as soon as possible and complete the Accident Book.
- In the event of an emergency please telephone one of the contact numbers displayed on hall notice board. (NOTE 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 per the "In Event of Fire" notices posted in the Hall. Smoking is not allowed anywhere on the premises and the HIRER shall ensure compliance with this rule.