

Guidance Notes

Payment Info

- Fee payment secures booking
- Deposit due 14 days before the event
- Fees cannot be refunded for cancellations within 7 days of the event
- BACS Transfer payments preferred (Co-op Bank) Sort Code: 08-92-99 Account No: 67374423
- Cheques to be made payable to "Resolis Community Centre" and sent to our Treasurer at The Bothan, Kinbeachie, Culbokie, By Dingwall, IV7 8LS

Hall Info

- The building has a capacity of 150 seated OR 200 standing
- The building and grounds are a 'no smoking' premises
- Candles and naked flames are not permitted within the building
- Please bring your own tea towels, if required
- Pots and pans are not supplied. Crockery, cutlery and basic utensils and glasses are available
- The key to the hall is in a lockbox. The code will be provided by email shortly before your hire.

Alcohol

We all enjoy a good party and Resolis Hall is a fantastic venue for it!

Here are some tips for events involving a tipples:

- Resolis Hall does not hold a Liquor Licence. If alcohol will be sold at your event a Personal or Occasional Licence may be required (please see Highland Council website).
- We recommend appointing Stewards over the age of 21 who will be present for the whole event

and can take responsibility for evacuation procedures and first aid.

- Our hall floor does not react well to alcohol. We recommend locating drinks tables within the Meeting Room (adjacent to the Kitchen).

Ticketed Events

Resolis Hall holds a Public Entertainment Licence for ticketed entertainment events, such as performances or ceilidhs. The license is displayed on the notice board beside the kitchen door. For more information regarding the terms of the licence please contact the Booking Secretary.

Organisers of ticketed events must ensure:

- Sufficient numbers of appointed Stewards who are in attendance for the entire event
- At least one named First Aider who is present for the entire event
- All Stewards are aware of fire exit procedures, evacuation of disabled persons procedures, and safeguarding for children in attendance
- A Risk Assessment must be completed prior to the event taking place

Bouncy Castles and Sporting Activities

Bouncy Castles and sports activities may not be covered under our Public Liability Insurance. However, these activities can be undertaken with an adequate Risk Assessment in place - please discuss further with the Booking Secretary.

Heating

The hall heating controls are located inside the cupboard by the front doors (at the gable end of the hall).

To turn the heating on press '+1HR' which will turn the heating on for 1 hour. If the heating is still required after the hour press this button again to trigger the heating for another hour, and so on. Using the heating in this way ensures that the heating is not left on by accident.

If the heating is found to have been left on we will need to charge for the increased heating bill.

Cleaning

Please leave the hall clean, tidy and ready to be used by the next user.

Please do not mop the main hall floor. If something is spilt, please use the blue roll in the kitchen to mop it up. If alcohol is spilt, please inform the Booking Secretary as soon as possible as this will require the expertise of our cleaner.

Limited cleaning products are supplied in the tall kitchen cupboard.

Please ensure WC mops are only used in WC's and kitchen mop is only used in the kitchen.

Leaving checklist

Main Hall:

- Wipe and put away tables and chairs
- Sweep hall floor

Meeting room:

- Wipe and put away tables and chairs
- Check and Hoover floor as necessary

Kitchen:

- Tidy kitchen and wipe surfaces
- Empty and switch off urn and kettle
- Turn off wall switch for cooker and immersion heater (hot water for taps) if used
- Check and sweep/mop floor as necessary

Toilets:

- Check toilets are flushed and dispose of debris
- Check taps are off

General:

- Put general waste in Black Bin outside
- Put recycling in bins outside - clean metal and plastic in Green Bin, paper and card in Blue Bin
- Put glass into bottle bank in corner of car park

- Check outside bin lids close fully (if they do not close, please take excess rubbish away with you as they will not be emptied if overfilled)
- Check main heating is showing 'OFF' and electric heaters are turned off at the wall
- Check all lights and appliances are turned off
- Check all windows and doors are closed/locked
- Report any breakages or damage so we can sort it before the next user
- Return key and sign book