

# ULLAPOOL VILLAGE HALL ASSOCIATION (SCIO)

Scottish Charity no. SC052727

The Hall is owned and run by the Community for everyone's benefit

## Conditions of Let

Name of responsible person : \_\_\_\_\_

Name and date of event: \_\_\_\_\_

*If you have completed an online booking, you will have ticked the box agreeing to these terms & conditions.*

*If you have booked offline, please read and sign this document and return it to the Booking Manager (Rachael Pringle) **within seven days** of it being sent.*

- 1 Please give the Booking Manager as much notice as possible for cancellation of bookings, which must be at least two weeks. The Trustees reserve the right to charge for bookings if you cancel with less notice than this. The Trustees will give as much notice as possible if we have to cancel or change your booking.
2. Bookings can only be taken from a responsible person, who must be over 21 for evening events or over 18 for bookings finishing before 6pm. This person must sign and return one copy of the contract within seven days of it being sent.
3. a) If alcohol will be for sale or people will bring their own alcohol to your event, please notify the Booking Manager when you book.  
b) Where alcohol is to be available for sale, you are responsible for either employing a licence-holder to run a bar or obtaining your own occasional licence.  
c) If intending to use an occasional licence please note that you should apply for the licence at least six weeks in advance of the event, and that you are responsible for complying with all the conditions of the licence.  
d) If you intend to run an event where people can bring their own alcohol (BYOB) please note that this is subject to approval by the Trustees. Please advise the Booking Manager of a BYOB event when making a provisional booking and the Trustees will tell you their decision on it as soon as practical.
4. For events involving alcohol, and other large events, we strongly recommend that you complete a risk assessment to help you decide on various aspects of running the event, in particular stewarding. A proforma risk assessment form is available [here](#). The Booking Manager may ask to see a copy of your completed risk assessment before confirming that the event can go ahead.
5. A refundable security deposit will be charged for events involving alcohol and other large events. The amount of the deposit will typically be £250, but we reserve the right to ask for a higher or lower deposit depending on the nature of the event. We may reduce the deposit after reviewing your completed risk assessment.
6. Please ensure the following:
  - \*\* all music speakers face forward to avoid noise to Ladysmith Street;
  - \*\* all Hall doors and the rear store curtains are kept closed when music is being played, except for those leading onto the West side/An Talla Sollais car park, which can be left open for ventilation if required;
  - \*\* **do not use smoke machines – they set off the fire alarms!**
7. Health & Safety: the Hall is not staffed by Hall employees or the Trustees during lets. Each group should be responsible for, and make its own arrangements for warning its members of possible dangers of their activity.
8. Please ensure that the area around the Hall is quiet after 11pm.
9. Please inform the local Police if a booking is likely to go beyond 11pm giving at least seven days' notice.
10. Please leave the Hall and the area outside as you found it. Return tablecloths in a clean condition as soon as possible. Mops, brushes, hard surface cleaner, a vacuum cleaner and cloths are available. Please bring your own washing-up detergent, tea towels & bin bags.

11. Ensure the outside of the Hall is clear of rubbish. Rubbish should be sorted into recycling (plastics and metal), recycling (paper and card), non-recyclable and placed in the appropriate wheelie bins - please check the permit attached to the bins and use the correct ones. If you have more rubbish than can fit in the correct bins please take it away with you and dispose of it yourself - do not leave bin bags outside the hall. We do not have a container for glass recycling so **you must take all glass away with you.** (You can recycle glass at the recycling point in the main village car park.)

12. Hall users should take out separate insurance to cover their own property and equipment. The Trustees accept no liability for the safety of persons on the premises arising from the User's activity. The Trustees are not responsible for any equipment or valuables left in any part of the premises. The Hall has its own Public Liability insurance.

13. Complaints, criticisms, comments or suggestions are welcome and will be dealt with by the Trustees. Please email [uvhcommittee@gmail.com](mailto:uvhcommittee@gmail.com) in the first instance.

14. The Trustees reserve the right to refuse a booking. Charges will be subject to revision as appropriate.

15. The Hall is let on the understanding that there will be no commercial sub-letting of the venue or individual stalls.

16. Lessees are responsible for ensuring that any of their electrical equipment used in the Hall has been subject to appropriate Portable Appliance Testing. All equipment must be removed by the end of the let for Health & Safety reasons.

17. Damage will be charged to and payable by the person responsible for the booking.

18. Child Protection: lessees who use the Hall for public events and who have substantial access to children must have an up-to-date written Child Protection Policy.

19. If there is any type of accident or 'near miss' this must be reported in writing to the Trustees with as much detail as possible, including names and addresses of those involved and witnesses. This is required by law.

20. Fire: the responsible person should familiarise him/herself with the following list and make the other members of the group aware of it. Before the commencement of the event, the responsible person along with any co-leaders or stewards, should undertake a ***fire induction and drill*** with the Hall Manager. They should know the following:

- How to locate and operate the fire alarm points
- How to locate and use fire-fighting equipment – and in what circumstances it's safe to do so
- How to locate fire exits
- How to locate and report to the fire assembly point (adjacent to the An Talla Sollais on the West side of the car park)
- How to call the fire brigade
- Upon discovery of a fire or the fire alarm sounding, participants should not stop to collect personal belongings and they should not re-enter the building for any reason until authorised to do so.

## **We hope you have a successful event**

Signed lessee: \_\_\_\_\_ Date: \_\_\_\_\_

### **Trustees:**

Chairman	Ben Williams
Secretary	Becky Thomson
Treasurer	Neil Anderson
Trustee	Jemma Middleton
Trustee	Mike Fletcher

### **Contact numbers:**

Booking Manager	Rachael Pringle	07562 087145
Caretaker	Tony Rickwood	07445 773120

### ***Extra information for users planning to stage a musical or theatrical event***

- There are details of the Hall's size and layout on the Hall's website [www.ullapoolvillagehall.com](http://www.ullapoolvillagehall.com) as well as other useful information. A copy of the Fire Plan for the Hall is available, if required.
- **The staging:** this is demountable and very flexible. It can be used in a variety of ways and anywhere in the Hall e.g. for seating, at various heights etc. If you use the staging please remember to tidy it away as you found it before you finish. Please notify the Bookings Manager in advance if you intend to use the staging.
- If you need a professional level of **PA or lighting please** contact Kenneth MacDonald ([www.kamull.com](http://www.kamull.com)), Unit 2 & 2A, Latheron Centre, Latheron Lane, Ullapool IV26 2XB, tel 01854 613402, or Limelight, tel 01463 714019, ([www.limelights.co.uk](http://www.limelights.co.uk)).
- The Committee Room is ideal for use as a **dressing room and instrument storage space**.
- There is a **15amp** plug in the electrical cupboard.

### ***Responsible Service of Alcohol useful notes***

1. All paperwork and procedures should be displayed or available within the Village Hall (VH): Under-age notice, prices/measures (for each brand), the Liquor Licence, training records.
2. ID should be checked for EVERYONE buying alcohol who may be under 25 years old. Only use PASS cards, passports or photo driving licenses - not Student Cards. It's a good idea to prominently display an 18 year old's date of birth in the bar area.
3. It is illegal for anyone to buy alcohol for another person under the age of 18.
4. You have the right to refuse service to anyone, as long as this isn't discriminatory.
5. People who are drunk/incapable should not be allowed into the Village Hall at a licenced event, and should not be served at the bar at all. It's good practice to have an across-the-board policy for this, set up in advance and communicated to all bar staff.
6. Measures must be used when selling drinks, unless it's a mixed cocktail.
7. Drinking-up time is 15 minutes after the end of the Licence period.
8. Any responsible person must not allow disorderly conduct within the premises.
9. If a charge is made e.g. for entry, which includes an alcoholic drink, a licence is required.
10. During a licenced event, there should be regular checks within and outside the VH to ensure there are no problems or illegal activities: toilet checks, walking the floor, and outside both the front and the rear of the VH.
11. Children are not allowed into the bar area.