

ULLAPOOL VILLAGE HALL ASSOCIATION (SCIO)

Scottish Charity no. 052727

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

Conditions of Let for a One-off booking where no alcohol is present

Name of responsible person: _____

Name and date of event: _____

1. ***** Please read and sign one copy and return it to the Booking Manager (Rachael Pringle) within seven days of it being sent. The second copy is for you to keep. *****
2. Please give the Booking Manager as much notice as possible for cancellation of bookings, which must be at least two weeks. The Trustees will give as long notice as possible for cancellations or change of venue/room.
3. 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.
4. Events must be effectively supervised, particularly if the let is large, and particularly when the let is subject to any of the Entertainments, Performing Rights or Phonographic Performance licences' conditions. The Hall is licensed for music to be played up to midnight. It is illegal to play music in the Hall after this time. The Licence also states that a nominated "**.. responsible person ... shall be present and in charge during the whole period of the time that the public are on the premises for the purposes of recreation or entertainment within the terms of Section 41 of the 1982 Act.**"
5. All lets must finish at the agreed time.
6. Please ensure the following:
 - all music speakers face forward to avoid noise to Ladysmith Street;
 - all Hall doors and the rear store curtains should be 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. A security deposit may be charged for some events, refundable if the Hall and the area outside are left clean and tidy. If a security deposit has not been charged, we may make a charge for additional cleaning if the Hall is not left in a suitable condition for the next let. 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 wheellie 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. It is 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 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 one of 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 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

Craig Maddock

Secretary

Becky Thomson

Treasurer

Neil Anderson

Trustee

Jemma Middleton

Trustee

Ben Williams

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 and on the booking site hallbookingonline.com/ullapool as well as other useful information.

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 for display etc. If you use the staging please remember to tidy it away as you found it before you finish. If you'd like help with setting up the staging (and chairs) we offer that service. Please contact the Hall's Booking Manager for details.

The Hall stores some professional standalone **stage lighting**. It is held by Ullapool Entertainments, the voluntary arts organisation. Please contact Joan Michael (01854 612036) for further information. There is also one **smaller standalone light** available. It plugs into a 13 amp socket and can be used in a variety of ways, including bouncing the light off the white walls and the red curtains. It gives enough light for performers to be able to read and play music by, at the same time enabling the rest of the Hall lighting to be turned off to create a nice atmosphere.

There is a **small PA system** which will be stored along with the big lighting. Please phone Joan Michael (01854 612036) for details.

If you need a professional level of **PA or lighting** please contact Kenneth MacDonald (email ken@kamull.com), Unit 2 & 2A, Latheron Centre, Latheron Lane, Ullapool, IV26 2XB, tel. 01854 613402, or Limelight, tel. 01463 714019 (www.limelights.co.uk).

The Committee Room is ideal for use as a **dressing room and instrument storage space**.

There is a **15 amp** plug in the electrical cupboard.

There is also a fire plan, available on request.