

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 alcohol is available

Name of responsible person : _____

Name and date of event: _____

*** 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 ***

1 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.

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. Where alcohol is available events must be effectively supervised. Stewarding levels should be agreed in advance with the Booking Manager when safety and good conduct require this. Stewards must be easy to identify using badges or lanyards. The liquor license application states: "**Stewarding arrangements** – Following the introduction of the Private Security Industry Act 2001, there is now mandatory licencing of the private security industry. This means that it is an offence to employ unlicensed door stewards or "bouncers" at fundraising events. Volunteers who carry out these roles are exempt from the requirement of the Act. The conditions relating to voluntary or licenced stewarding will be specified on the occasional license. It is good practice to discuss this fully with your Licencing Standards Officer and Police prior to application as the requirement for stewarding may vary according to the size and nature of the event."

At commercial events, stewards must be trained and certificated. At music gigs at least one of the stewards should be sited in the Conservatory and another should regularly patrol the exterior of the Hall. This is especially important:

** where alcohol is being served

** for large size lets

** where under 18s are present

** for lets which continue after midnight

** when the let is covered by the Entertainments Licence for public events.

The Hall is licenced 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**".

4. A copy of the Liquor Licence should be made available to the Trustees when requested, at least seven days in advance of the event.

5. Any event where alcohol is available (eg BYOB) should be supervised, and stewarded, as if it is a licenced event as above.

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. A refundable security deposit will be charged. 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 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 a member 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 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	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 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. If you'd like help with setting up the staging please contact the Bookings Manager for details.
- If you need a professional level of **PA or lighting please** contact Kenneth MacDonald (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).
- 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.