



## Terms and Conditions for Hire of Longmore Community Hall

### General Conditions

1. For the purpose of these conditions, the term LCH Committee shall mean the Longmore Community Hall Management Committee.
2. 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 listed in the Booking Form.
3. Hirers are asked to respect the facilities provided by the LCH Committee.
4. The hirer shall ensure that the minimum of noise is made on arrival and departure. Hires will terminate at midnight unless dispensation is given in writing in advance.
5. The premises shall not be used for public entertainment outside the hours of 9.00am and midnight unless special permission has been given by the LCH Committee.
6. The hirer shall ensure that no animals, except guide dogs, are brought into the building, without prior agreement.
7. If a representative of LCH Committee is called out to the building during a hire to remedy a situation caused by improper use of the building, then an additional charge may be levied.
8. LCH Committee management officials are entitled to access any events to ensure conditions are being met and proper order is being maintained.
9. An all facilities booking includes the use of professional stage sound and lighting equipment providing the hirer enlists a suitably qualified person to operate it. Any loss or damage will be charged for.
10. Any hirer using the Kitchen must ensure all individuals are trained and in receipt of the appropriate certification for using the equipment
11. **The LCH Committee reserves the right to amend the Conditions of Hire, Application Form and schedule of charges at any time.**

### Booking Procedure

12. All bookings must be made through the bookings manager. To book please, email [longmorebookings@gmail.com](mailto:longmorebookings@gmail.com) or telephone 07751 048289. For an initial booking, or a single booking, the hirer must complete a booking form and return either by email or post to the address on the booking form. At this time, the prospective hirer shall confirm on the booking form that he/she/they accept these *Conditions of Hire*.
13. Bookings are provisional until confirmed in writing by mail or by e-mail and the appropriate payment is received (where applicable).
14. The hirer has access only to those parts of the Longmore Community Hall specified in the notice of *Confirmation of Booking*.



15. Payment for hire of the Longmore Community Hall or parts thereof in accordance with the current published *Scale of Charges* shall be made as follows:
  - a. Weddings and other single events over more than one day – 50% payment of agreed hire rate to be paid at time of confirming the booking. (see also Cancellation Policy below).
  - b. All other one off events, payment to be paid in full within 7 days of invoice.
  - c. For local organisations making multiple bookings, i.e. every week or month etc., invoices will be issued at the end of the month after each event and payment shall be made within 7 days.

### **Cancellation Policy**

16. In the event that a hirer has to cancel a confirmed booking, a percentage refund of any upfront payment that has been made will be paid in accordance with the following timescales:
  - i. cancellation more than 6 months before the booked date – 90%
  - ii. cancellation between 6 and 3 months before the booked date – 50%
  - iii. cancellation less than 3 months before the booked date – 10%
17. Requests for cancellations are to be submitted by email or in writing.

### **Hirers' Responsibilities**

18. The hirer will, during the period of hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage and the behaviour of all persons using the premises, whatever their capacity. Children are not permitted in the kitchen.
19. The hire shall not use the premises for any purpose other than that described in the hire agreement and shall not sub-hire or use the premises or allow the premises to 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.
20. At the end of the hiring, the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, and any contents which have been temporarily removed from their usual positions properly replaced, otherwise the LCH Committee shall be at liberty to make an extra charge.
21. 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 removed from the Hall and placed in the receptacles provided or taken away after the event. The LCH Committee does not have the capacity to collect and remove rubbish. The LCH Committee will impose a charge to cover the cost of any additional work that may result from failure to observe this condition.



22. The pin board on the main entrance hall wall is the only place where hirers can attach notices. If any damage is done to the fabric of the building the hirer will be responsible for any repairs.
23. The hirer shall indemnify the LCH Committee 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 hire, as a result of the hire.
24. Please be aware that there may be other events taking place in the hall at the same time and you must respect other users
25. The person making the booking is responsible for any personal items lost after the function or for any items left in the building.
26. The hirer shall ensure that nothing is done on or in relation to, the premises in contravention of the law relating to gaming, betting and lotteries

### **Licences and insurance**

27. The hirer shall be responsible for obtaining such licences as may be needed 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.
28. The hirer shall ensure that sub-contracted activities such as mobile discotheques etc. are fully insured against public liability for their operation. The LCH Committee has insured the hall for Public Liability risks falling within their responsibility.
29. **Performing Rights Society Licence** – It is the responsibility of the hirer to ensure they have all the necessary licences and permits for their activities.
30. **Liquor Licence** – It is the responsibility of the hirer to ensure they have all the necessary licences for the sale of alcohol at any planned event.

### **Children and Young People**

31. The hirer shall ensure that all children on the premises are under adult supervision at all times.

### **Emergency and Health and Safety**

32. In the event of an emergency please telephone the Duty Hall Manager (telephone number will be advised at start of Hire).
33. The hirer shall note the location of firefighting equipment and comply with all fire precautions and evacuation procedures as per notice. Smoking is not allowed anywhere on the premises and the hirer shall ensure compliance with this rule. Smoke machines may only be used with prior arrangement with the committee.
34. 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 building.



35. 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 and proper manner.
36. When applicable and to comply with the Public Entertainments Licence, the hirer should have sufficient competent attendants on duty on the premises to assist people entering and leaving and generally supervising the event. Additional attendants are required if those **participating are mostly teenagers and young people**. For licensed events licensed door stewards must be employed as per licensing regulations.
37. In addition to the hirer, all attendants should acquaint themselves with:
  - a. the location and use of fire equipment,
  - b. the escape routes and the need to keep them clear,
  - c. the necessity to close all fire doors,
  - d. the operation of escape door fastenings.
38. No wine, spirits, beers or other beverages may be brought into the Premises by the public for consumption on the premises without the permission of the LCH Committee.