

Collessie Victory Hall Letting Terms & Conditions

Collessie Victory Hall is a community run facility and charity, which is available for hire to both residents and non-residents of Collessie. If you have a booking we would like to thank you for supporting the hall and the wider community through hall use. We hope that you and any attendees enjoy your event. Our General Terms are detailed below.

1. **SUPERVISION** : The Hirer will be responsible for the supervision of the Hall and its fabric and contents and for ensuring their safety from damage. The Hirer will be responsible for the supervision of all those under 18 who are using the Hall and for ensuring that there is sufficient responsible adult help (children should not be left to play without supervision in the hall grounds). The Hirer is responsible for using any equipment provided in the Hall safely. Permission for the use of equipment, other than that agreed as part of the hire, must be requested and approved (e.g. games equipment).
2. **CONDUCT** : The Hirer will be responsible for the reasonable conduct of all persons using the Hall and its grounds during the period of the hire.
3. **HALL LAYOUT** : Please sign in and out of the hall at the start and end of your hire period and advise on attendee numbers (sheet in foyer). All hirers should acquaint themselves and their users with the layout of the building and the location of the fire exits, firefighting equipment and fire assembly point. They should also have an evacuation plan.
4. **PAYMENT**: Please pay hall fees on time and according to the conditions agreed at the time of booking. In some circumstances this will include a deposit, returnable as long as no damage or other costs are incurred. The amount of the deposit will be agreed in advance with the Hirer. Please refer to the [Hire Charges](#) for more information about standard charges.
5. **CAR PARK** : The Hirer is responsible for managing car parking to ensure the safety of pedestrians. We ask that all vehicles are parked in the hall car park. If full, please use one of the roads leading into the village. Please try not to park on narrow corners or narrow roads within the village as we need to maintain constant access for farm and emergency vehicles. Vehicles parked in the Hall grounds are left solely at the owner's risk.
6. **SMOKING / FIREWORKS** : No smoking is permitted in the Hall. No fireworks.
7. **DAMAGES** : The Hirer shall reimburse Collessie Hall Committee for the cost of repair of any damage done to any part of the Hall or its grounds or the contents of the Hall which occurs during the period of hire or as a result of the hire. The Hall Committee reserves the right to withhold all, or part of any deposit paid if any repair or damage costs have been incurred.
8. **CANCELLATION** : If the Hirer cancels the booking more than 7 days prior to the function, any hiring fee paid will be returned. If the Hirer wishes to cancel the booking less than 7 days before the date of the event and we are unable to secure a replacement booking, the Hall Committee will decide if the hire fee will be refunded or not. The Hall Committee reserves the right to amend or cancel any booking that you have made provided that we give you at least one month's notice of the amendment or cancellation.

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9. **END OF BOOKING:** At the end of the hire, the Hirer shall be responsible for leaving the Hall and its grounds in a clean and tidy condition (as found) and any items moved from their usual positions properly replaced. Please report any issues regarding the hire to the Hall Committee. You are responsible for ensuring that the hall is left in a safe state when leaving the building. Please ensure that the lights (including in the toilets), heating and extractor fan(s) are switched off, the windows are closed and all the external doors are locked. All door keys must be returned to a member of the committee at the end of the tenancy or by booking arrangement.
10. **OWN ELECTRICALS :** If you bring your own electrical equipment into the Hall, you are responsible for PAT testing the equipment prior to use.
11. **NOISE / MUSIC :** If any sound system is used during the period of hire, the Hirer is responsible for ensuring that the sound is kept at a reasonable level. Amplified music is not permitted outside the hall without prior arrangement.
12. **HEATING :** Any changes to the heating of the Hall must be dealt with by the Hall Keeper and not by the hirer or any person using the Hall. If you anticipate needing to adjust the heating during your hire, please seek advice from the Hall Keeper (Hall Committee Member).
13. **LICENCES :** The Hirer shall be responsible for obtaining any licences that may be needed for the consumption of alcohol and for the observance of all other regulations pertaining to the premises as stipulated by the Fire Authority, the Local Authority or Collessie Victory Hall Committee.
14. **FEEDBACK :** The Committee welcome feedback on how your booking and hire experience could be improved, so please let us know your suggestions.

Full agreement to the terms above is required by all those who hire the hall. Once again, we would like to thank you for supporting the hall and the wider community through hall use. We hope that you and any attendees enjoy your event and will book again / regularly with us.