

Collessie Village Hall

Conditions of Hire

General

Collessie Village Hall is a community run facility which, from time to time, will be hired on a commercial basis to residents and non-residents of Collessie and environs. It is essential that all events conform to the conditions outlined below so that the hall committee and those hiring the hall have an agreed set of rules.

Non-residents of Collessie

1. A refundable deposit of £100 will be lodged at the time of booking. This is to safeguard against unreasonable damage caused during the event to fittings & fixtures and equipment in the hall;
2. The deposit will be repaid in full unless damage is found to have occurred. The committee reserve the right to withhold return of the deposit if repairs to and/or replacement of, the damaged item/s is required. Routine wear and tear is accepted as part of the hall's use.

All hirers of the Village Hall

3. So that all events and the residents of the village can co-exist peacefully the following must be observed:
 - a. all vehicles must be parked in the hall car park or, if necessary, the village outskirts (on one of the roads leading into the village);
 - b. permission for the use of equipment other than that agreed as part of the hire must be requested and approved (e.g. games equipment);
 - c. unreasonable and unsafe behaviour in the hall grounds is not permitted, including using the grounds as an extra toilet;
 - d. children should not be left to play without supervision in the hall grounds;
 - e. amplified music is not permitted outside the hall;
 - f. no letting off of fireworks.

Full agreement to the terms above is denoted by all those who hire the hall.

Collessie Victory Hall: Booking Form

Date of Booking	
When will your booking start?	
When will it finish?	
What is the event?	
How many people do you expect?	

Name and contact details of the person making the booking.

Name	
Address	
email	
phone	

Will you be attending the event? Yes/ No

If no, please give the name and contact details of the person who will take responsibility for the safety of attendees and the Hall during the event.

--

I agree to the terms and conditions of hire.

Signed:

Date:

I enclose a refundable deposit of £100.

Signed:

Date:

Payment. We will send you an invoice by email or post normally within five working days of your event. We accept payment by cash, cheque or bank transfer but cannot take card payments. Details will be included on the invoice. Payment is due within 30 days of the invoice date, and the deposit will be returned once payment is received.

Revised 30/10/2017