

# ST THOMAS'S HALL, MUIRKIRK

## CONDITIONS OF LET



The Committee reserves the right to amend these rules and conditions, and also to make any additional rules and conditions as necessary taking into account the requirements of the hall. For the purposes of these conditions the 'Hirer' will mean an individual hirer or, where the hirer is an organisation, the authorised representative.

### 1. General Conditions

- 1.1 **Confirmation:** A booking is not confirmed until:
- 'One off' – booking form has been completed, submitted and payment has been taken.
  - Block / regular – booking form has been completed, submitted and confirmation received.
- 1.2 **Scale of Charges:** For a full set of our hire charges please email [hello@stthomashallmuirkirk.com](mailto:hello@stthomashallmuirkirk.com) or message us through Facebook. Alternatively, you can ask any of our committee members who will be happy to help. Charges covers the provision of heating, normal lighting and use of the kitchen if required.
- 1.3 **Cancellations:**
- Full refunds will be given for functions cancelled with a minimum of 14 days' notice.
  - Cancellations under 14 days and no less than 48 hours' notice will receive a 50% part refund of the hall charge.
  - Full hire charge will be payable if organisers give less than 48 hours' notice to cancel the event or do not turn up for the intended let on the day.
  - The Committee reserves the right to cancel any booking at its absolute discretion. In the event of a cancellation, no liability will be accepted for any loss incurred and no compensation will be payable to the hirer or any other person in respect of such cancellation.
- 1.4 **The Hirer** will be held responsible for payment of all charges in respect of the booking. St Thomas' Church Hall Muirkirk take no responsibility for any loss, act or omission by the booker.
- 1.5 **Hirers Liability Insurance:**
- 1.5i The Hirer must ensure that when professional or specialist coaching is provided for the activities relating to the hire, those individuals are suitably trained and qualified.
- 1.5ii St Thomas Church Hall and the Committee therein will not be liable for the death of or injury to any person attending the activity which is the subject of the hire or any losses, claims, demands, actions, proceedings, damages, expenses or other liability incurred by the hirer except where any of the above is due solely to the negligence of the St Thomas's Church Hall, their servants or agents.
- 1.5iii The Committee will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods, articles or property of any kind brought into or left at the premises either by the hirer or by any other person.
- 1.5iv When required and where indicated on a Booking Confirmation, the Hirer will indemnify the Committee and the Church Hall against all such liabilities as mentioned in 1.5ii. and 1.5iii. above and undertake to maintain a policy of public liability insurance to cover such indemnity.
- 1.5 v No oil, chemical or other flammable substance will be allowed in any part of the building.
- 1.6 **Smoking** is not permitted in any part of any hall. During an event, it is the organiser who is responsible for ensuring those attending do not smoke. Enforcement officers can issue a £200 fine to the organiser and also £50 fine to each individual committing the offence.
- 1.7 **Sub Letting:** the hall should not be sub-let without prior permission of the Committee.
- 1.8 **Music:** If music is performed or reproduced by any method, the applicant will be required to pay a fee in respect of Performing Rights. This fee is calculated on the charging schedule issued by Performing Rights Society Limited (PRS).

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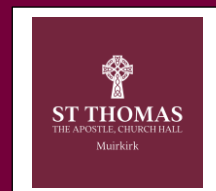


- 1.9 **Equipment:** No furnishings or equipment will be hired out or loaned out from the building without prior agreement or arrangement with the Committee. Any electrical equipment brought into the hall must be appropriately PATs tested. Appropriate risk assessments and supervision must be considered and applied.
- 1.10 **Child Protection:** Anyone who works closely with children or groups of vulnerable adults on a regular basis should be a member of the Protection of Vulnerable Groups (PVG) Scheme. Further information and guidance about the scheme is available from Disclosure Scotland at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk). All clubs and organizations must ensure that the following controls and procedures are in place: Vetting arrangements, as mentioned previously, for any adult working/helping or supervising activities with young people under the age of 18. In addition to this coaches and volunteers are required to have a qualification appropriate to the level they coach.
- 1.11 **Booking Times:** You will be able to access the hall prior to your hire time and this will be discussed at time of booking. The hall must be vacated and returned to its original condition 1 hour after the end of the hire period. If additional time is required, this must be included within your hire time. It is essential that these conditions are followed to ensure other bookings are not impacted upon.
- 1.12 **Access:** The committee reserve the right to access any part of the hall at any time.
- 1.13 **Candles/Smoke Machines:** Please note we do not allow the use of candles or smoke machines. Our fire alarm systems are very sensitive and naked flames are strictly prohibited.
- 1.14 **Use of Bouncy Castles is not permitted within the hall.**

## 2 Hirer Responsibility

- 2.1 **Community Halls** operate on a self-management model \* The hirer is responsible for all aspects of the booking, including:
- **Health and Safety:** Organisers of the let should acquaint themselves with the position of fire points, emergency exit doors, light switches and access to a telephone.
  - To arrange for suitable **first aid** facilities/personnel throughout the duration of the event, where appropriate.
  - **Cleaning:** The hirer is responsible for leaving the hall in its original condition. Cleaning materials will be available. The hirer is also responsible for removing all rubbish generated by their event. A charge may be levied if the facilities are not left clean and in good order.
  - **Security:** The hirer is responsible for the security of the hall during the hire. The hirer is responsible for collecting and returning keys for the hall.
  - **Noise:** Music should not be made audible by local residents after 12.00pm. The hirer is responsible for monitoring and controlling noise levels during and after the booking. Please be respectful to local residents when leaving the hall late at night
  - **Equipment/Furniture:** To return all equipment and furniture to its original location at the end of the booking, including chairs, tables etc.
- 2.2 **The Hirer** must ensure that appropriate levels of supervision are provided for the activities relating to the hire, including control of vehicles, equipment spectators, competitors and officials. The Hirer shall provide on request, details of any individual providing supervision and where a hire involves children or vulnerable individuals, the Committee may require the hirer to provide satisfactory evidence of "Disclosure" checks having taken place.
- 2.3 **The Hirer** must ensure that when professional or specialist coaching is provided for the activities relating to the hire, those individuals are suitably trained and qualified. The Hirer shall provide, on request, details of any individual providing coaching including copies of certificates of qualification.

# COMMUNITY HALLS BOOKING FORM



## 3 Private Functions (Additional Information)

- 3.1 **Event Management Form:** This form must be completed for all private evening functions and **returned no less than 14 days prior to the event. A returnable deposit may be requested at time of finalizing booking.**
- 3.2 **Security:** The applicant should arrange for a minimum of 2 responsible persons (need not be industry approved stewards), additional 1, for every 50 guests over 100 attending to preserve order and ensure compliance with safety and fire regulations to the satisfaction of the Hall Keeper. All stewards must; (i) be 21 years of age or above, (ii) be clearly identifiable throughout the duration of the event, (iii) not consume any alcohol, (iv) be familiar with fire evacuation procedures for the building (this will be arranged prior to the event commencing), (v) responsible for access control and behavior of all guests inside and immediately outside the hall before, during and after the event.
- 3.3 **Alcohol Consumption:** If it is intended to sell or dispense alcohol the Bookings Administrator must be notified. The appropriate licence will be obtained by St Thomas' Hall Committee who will run and manage the bar.
- 3.4 **"Bring Your own"** will only be accepted for Charity Functions and at the discretion of the Halls Manager only.
- 3.5 **Start/Finish Time:** Please give consideration to the expected start/finish time of your event. Any set up or breakdown of equipment must be allowed for within the duration of the let.
- 3.6 **Birthday Parties/Weddings:**
- Birthday Parties will be accepted on the condition that our licensed bar is in place. Birthday Parties are at the discretion of the Hall Committee depending on age.
  - Please give extra consideration to the time required to set up and break down the hall. For example: A wedding may require various companies to deliver equipment on the day (flowers, linen, table & chairs, band, bar, catering etc).
- 3.7 **Recoverable Cash Deposit:**
- Functions may be subject to a cash deposit of £100 payable 14 days prior to the date of the event the applicant will be held responsible for any damage to the hall, furniture or fittings and any property lost as a direct result of the event taking place and will be required to meet the cost of reparation in full. Any damage which is not disclosed could result in the retention of some, or all, of the recoverable deposit.
- After 3 working days your deposit will be available for collection or transfer back to your bank whichever is easier, provided no additional costs have been incurred.