

APPLICATION FORM FOR USE OF VICTORIA HALLS, DUNBLANE

Scottish Charity SC044567

Name of Group/Organisation	
Responsible Person refer to Terms of Let	
Invoice Name and Address	
Email Address	
Contact Telephone Number for Responsible Person	

Purpose of Let / Occasion	Rooms required	Day of week & Date(s)	Start time including setting up before event	End time (no later than midnight) including clearing up after event

Group Composition
(Maximum Numbers)

Children under 12	Young People under 18	Adults

If your group consists of children under 18 or vulnerable adults, all Group Leaders and helpers must complete the vetting procedure (complete form L1 lessees, H1 helpers)

<i>Please indicate if you have been vetted previously:</i>	Disclosure Scotland Certificate	Yes	No
Central Reg. Body in Scotland Yes No	Care Commission	Yes	No

Declaration

On behalf of the above named and all other helpers, I hereby apply for the let of accommodation on dates/times specified and I accept the Conditions of Let. I understand that the let may be terminated if there is any breach of any of these conditions, or if the above information is inaccurate. NOTICE OF ANY CANCELLATION MUST BE MADE AS SOON AS POSSIBLE TO AVOID BEING CHARGED FOR LET.

Signature _____

Date _____

Please return the completed form to bookings@victoriahalldunblane.com or by posting to the Victoria Halls, Stirling Road, Dunblane FK15 9EX.

FOR OFFICE USE ONLY

Decision - The above application is granted/not granted

Signature

Name

Date

VICTORIA HALLS DUNBLANE - CONDITIONS OF LET OF PREMISES

General

1. The Hirers will not enter earlier or leave later than the times stated in the let. The Hirers nominate a person who will be deemed to be the 'responsible person' in respect of any let.
2. The Hirers use the premises solely for the purpose(s) stated in the Letting Form and ensure that the premises are left in a neat, clean and tidy condition. If, as a consequence of the use of the premises, any unusual or abnormal amount of cleaning is required, this will be carried out on behalf of the Management Committee and the Hirers will meet the cost thereof.
3. During the course of the let the Hirers are responsible for the proper control of the let and shall be liable for the cost of repairing any damage caused to the premises and/or to the furnishings, fittings or equipment during the let.
4. Unless caused by any negligent act or wilful misconduct of the Management Committee, the Management Committee is not liable for any damage to or loss of property brought to or left on the premises nor for loss of life or personal injury howsoever caused, arising out of, or in any way attributable to, the act or default of the Hirers.
5. The Hirers are responsible for all persons using the venue, including guests, caterers, DJs, etc. and ensuring that they adhere to these Conditions of Let at all times.
6. The Hirers are responsible for **waste collection and waste segregation** for ALL wastes arising during the let. The Hirers either
 - Collect ALL waste arising during the let and take such waste away for waste disposal in line with current regulations; OR
 - Segregate all waste in the waste containers provided by Victoria Halls i.e. glass and bottles in the RED bins, paper & cardboard in the GREEN bins and plastic waste in the BLUE bins. Please place general and food waste in black bags and place in GREY bin.
7. **At the end of the let**
 - all tables and chairs must be returned to their storage area unless otherwise instructed by the duty volunteer.
 - all equipment, goods and other items brought into the venue by the Hirers must be removed from the venue by the Hirers.

Health & Safety and Emergencies

8. The Hirers are responsible for ensuring compliance with the Health & Safety and Fire Safety & emergency regulations in force and familiarise themselves with the Hall's fire regulations relating to the premises in order that they will be able to take the appropriate action in the event of a fire alarm occurring during the course of the let and be aware of the emergency exits, first aid point and the nearest telephone.
9. All passageways and exits must be kept free and doors kept unlocked during the period of let.
10. The use of candles, confetti, smoke machines and indoor sparklers are not permitted indoors.
11. Hirers must ensure that they have considered and organised appropriate first aid cover for their event.

Drugs & Alcohol

12. Where the Hirers are authorised by the Management Committee to permit the dispensing of alcohol in the course of any let the Hirers will be obliged to:
 - ensure that alcohol is dispensed in a separate room in the premises, and
 - obtain such a current permission or licence as is required by Stirling Council's Licensing Board at the time of the let and to ensure that no breach of all or any part of such permission occurs.
13. The Hirers do not admit to the premises any person obviously intoxicated or under the influence of drugs.

There is reserved to the Management Committee at any time and without the need to give a reason, the right to cancel or terminate any let.