

Milnathort Town Hall

1 New Road, Milnathort, KY13 9XT

Scottish Charity SC026073

CONDITIONS OF HIRE

1. The Hirer will be over the age of 25 and whilst during the period of hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight, and for the behaviour of all persons using the premises whatever their capacity. If the Committee believes that any of the conditions of hire may not be met by a hirer, it reserves the right to cancel the booking.
2. The Hirer is only permitted to enter the hall from the start time of their booking and must have vacated the hall by the end time of their booking. Generally, time is required before an event to set up tables, chairs, decorations, etc.; and time is required after an event to take these down and clean up. Please make sure your booking has enough time before and after your event to do this.
3. The Hirer shall reimburse the Committee for the cost of replacement or repair of any loss or damage to any part of the Hall or its contents as a result of the hiring. The Hirer shall reimburse the Committee for any additional cleaning costs incurred if the hall is left in an unacceptable condition.
4. The Hirer shall be responsible for obtaining any licences that may be required and the observance of all regulations stipulated by the Hall Committee. Please note that the Hall Committee is not responsible for any property belonging to groups or the Hirer.
5. If the Hirer wishes to cancel any booking, at least two weeks' advance notice must be given to the Bookings Officer. If such notice is not received the normal fee will be charged.
6. At the end of the hire, leave the premises in a secure, clean and tidy condition.
7. The Hirer must take away **ALL** rubbish and leave the premises in a similar state to that in which they found it. Cleaning products can be found in the kitchen. Mop, brushes, Hoover, etc., can be found in vestibule cupboard.
8. All music must be kept to a reasonable volume and stop no later than 11.45pm. Hall hire must end no later than 12 midnight. Please be considerate of our neighbours and leave the Hall in a quiet, respectful manner.
9. Any complaints regarding the Hall or bookings must be put in writing to the Chairperson.

10. Food Hygiene Guidelines are on display in the kitchen for the benefit of all users. Please read these and adhere to them. The Hall Committee accepts no responsibility for any food consumed on the premises.

11. No glasses are permitted in the Hall, plastic only.

12. Be respectful of our neighbours. Keep the back door closed to reduce noise for evening lets. Door can be open for ventilation during the day. Two windows can also be opened for ventilation.

13. No animals are allowed in the hall unless this is discussed and agreed beforehand with the committee.

Declaration

I have read and accept all the Conditions of Hire and I will be the responsible person during the hire for _____ (group/party name)

Signed: _____

Date: ____/____/20____

Address: _____

Tel: _____

E-mail: _____