

# Application for hall hire

This form is an application for the hire of Coulter Hall. Bookings are confirmed on the issue of an invoice, which will give details of the fee(s) to be paid and how to make payment. Should you require any further information please call our booking line on **0300 800 0018** or email [bookings@coultercommunitytrust.org](mailto:bookings@coultercommunitytrust.org).



Hiring Coulter Hall binds you to a number of booking conditions, which are necessary to ensure that your activity is carried out safely and responsibly. Please read the booking conditions at the end of this document carefully, as failure to comply with them may result in surcharges, forfeit of deposit or bond, or cancellation of further bookings. Your personal data will be processed and stored in accordance with Coulter Community trust's data protection policy.

Coulter Community Trust is a Scottish Charitable Incorporated Organisation and registered as a charity with the Office of the Scottish Charity Register, no. SC053346

HIRER DETAILS	
<b>Your name</b>	<input type="text"/>
<b>Name of organisation</b> (if applicable)	<input type="text"/>
<b>Address</b>	<input type="text"/>
<b>Postcode</b>	<input type="text"/>
<b>Telephone number</b> (mobile preferred)	<input type="text"/>
<b>Email address:</b>	<input type="text"/>
BOOKING DETAILS	
<b>Purpose of hire</b> (Please specify the type of activity that you wish to use the hall for, eg. social function, meeting, playgroups, community councils, etc.)	<input type="text"/>
<b>Are tickets being sold for this activity/event?</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>Expected number of attendees</b>	<input type="text"/>
<b>Is there a charge for the activity/event?</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>If yes, please specify charges</b>	<input type="text"/>
<b>Are you having music at this event?</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>If yes, please specify</b>	<input type="radio"/> Recorded <input type="radio"/> Live
<b>How many stewards/responsible persons will be present at your event.</b>	<input type="text"/>  Please note that CCT reserves the right to request additional stewarding or hire SIA approved stewards for events and recharge the hirer and/or to specify specific stewarding levels.

## ROOM SETUP REQUIREMENTS

Rooms/Areas Required	Start Time	Finish Time	Set Up Notes
Main Hall			
Kitchen			
Other (please specify)			

## DATES REQUIRED

Please list all dates required below


For regular repeat bookings, tick day(s) requested, and the number of weeks required (maximum of 12)

Mon
  Tue
  Wed
  Thu
  Fri
  Sat
  Sun
 Number of weeks required

## AGE GROUPS IN ATTENDANCE:

Please estimate the number of people in each age group attending this activity and provide details below

Under 5: 
 5-15: 
 16-17: 
 18-20: 
 21-59: 
 60+:

## ALCOHOL CONSUMPTION AND CATERING DETAILS

<b>Will alcohol be consumed at this event?</b>	<input type="radio"/> Yes <input type="radio"/> No Please note you must have obtained an occasional licence from South Lanarkshire Council in order to sell or consume alcohol in the hall
<b>If an occasional licence is required, please provide details of the licence holder</b>	<input type="text"/>
<b>Do you require use of the kitchen?</b> Individuals using the kitchen should be REHIS trained.	<input type="radio"/> Yes <input type="radio"/> No Please note that unless full use of the kitchen is authorised, it may only be used for making hot and cold drinks, and for serving and reheating pre-prepared food
<b>If you require full use of the kitchen, please provide details</b> (please note kitchen charges may apply)	<input type="text"/>

## DECLARATION:

I apply to hire Coulter Hall from Coulter Community Trust for the purposes stated above, and on the dates and times I have indicated. By entering my name and today's date below, I confirm that I have read, understood and agree to abide by the Conditions of Hire detailed hereafter and accept my responsibilities therein.

**Full name** 
**Date**

Please return your completed form to [bookings@coultercommunitytrust.org](mailto:bookings@coultercommunitytrust.org)

**FOR CCT OFFICE USE ONLY**

<b>Hire charges</b>	<input type="radio"/> Community	<input type="radio"/> Social	<input type="radio"/> Commercial	<input type="radio"/> Other
	Please specify			
<b>Additional charges</b>	<input type="radio"/> Technical	<input type="radio"/> Catering	<input type="radio"/> Staffing	<input type="radio"/> Equipment
	Please specify			
<b>Deposit or bond charged</b>				
<b>Notes</b>				
<b>Arrangement number</b>				
<b>Input by</b>				
<b>Date</b>				
<b>Affiliation details verified</b> (where applicable)				

**PAYMENTS RECEIVED**

Date	Amount	Received by	Date	Amount	Received by

**CONDITIONS OF HIRE****1. Booking**

- 1.1. At least five working days' notice should be given when making a booking. A completed application form or signed booking confirmation form must be submitted to CCT.
- 1.2. When making a booking, please ensure that your entry and exit times allow you sufficient time to set up before and clear up after your activity. Where CCT staff are required to set up or clear up on your behalf (eg. laying out tables or chairs) an additional charge may be applied. Exceeding the times stated on the booking confirmation will result in a surcharge being levied.
- 1.3. For social events, a non-refundable deposit of £100 (or the full charge if the total hire charge is less than £100) must be paid before the booking will be confirmed. CCT reserves the right to require a cash bond to be lodged in advance of the date of let, which will be returned in full following the event, assuming there are no breaches of conditions or additional costs incurred by CCT.
- 1.4. All hire charges and fees must be paid to CCT in advance of the let. For block bookings, payment for the first let must be made at the time of booking. Payment for each subsequent let must be made in advance of the let.
- 1.5. Failure to pay in advance of the let will result in the cancellation of the booking.
- 1.6. The hall should be used for the activity stated and no other purpose.
- 1.7. Bookings are not transferrable, and you may not sublet the hall to another individual or body.

**2. Cancellation**

- 2.1. If you wish to cancel a booking, you should inform CCT in advance of the let using the contact details above. All cancellations of social events and block bookings must be made writing.
- 2.2. All deposits taken for hall hire are non-refundable in the event of cancellation.

2.3. In the event that you have to cancel your booking, charges may still apply depending on the amount of cancellation notice that CCT received:

- 30 days' notice – no charge
- 14 days' notice – 25% of the hire charge
- 7 days' notice – 50% of the hire charge
- Less than 7 days' notice – 100% of the hire charge

2.4. CCT reserves the right to cancel lets at short notice, without compensation, for reasons of election, major event, safety, repairs, essential maintenance or civil emergency. The booking fee payment for the cancelled booking will be refunded.

### **3. Supervision**

Any person signing a hall hire booking confirmation must be 18 years or over and be responsible, on behalf of their organisation, for the hall, its contents and those attending during the period of hire. The hirer must ensure adequate stewarding and adherence to all safety requirements. In particular the hirer must follow CCT staff's instructions relating to fire exits, fire procedures and alarms, location of fire-fighting equipment, first aid kits. Before the let takes place, the hirer must ensure that he/she is fully aware of the safety features of the hall, including information displayed on notices posted therein. All accidents or dangerous occurrences must be reported to CCT. Special conditions apply to discos, dances, concerts and other events to which the public is admitted. These can be obtained from CCT. The hirer must accept responsibility for the supervision of cloakrooms and must relieve the CCT from any claims arising from their use.

### **4. Loss injury or damage**

The hirer is responsible for any damage to the hall or its contents arising from their let, or for theft or loss of any contents. The hirer will pay for the replacement or repair. Some bookings may require a refundable deposit paid in advance as a guarantee against loss or damage. CCT is responsible neither for property brought into or stored in the hall by the hirer, nor injury to any person attending a let.

### **5. Insurance**

The hirer is advised to take out insurance cover for loss, theft or damage to property belonging to both users of the hall and CCT. When an event is open to the public, the hirer is advised to have public liability cover, and the let is accepted on the basis that this has been done.

### **6. Cleaning**

To enable CCT to operate cost-effectively and offer the hall for hire at a reasonable price, hirers are expected to leave the building in a reasonable state of cleanliness. Floors and tables should be left clean and tidy after events. Failure to comply with this condition will result in a surcharge being levied.

### **7. Storage**

Storage space in the hall is limited and hirers must recognise that CCT is not obliged to provide this facility. Items may only be stored in the hall with the express permission of CCT's management committee, and hirers must ensure that items are stored safely and tidily so that they do not present an inconvenience or hazard to others. CCT reserves the right to remove badly stored, disused or hazardous items from the hall.

### **8. Preparation**

For all events, other than social events, the hirer is responsible for the setting out and putting away of tables, chairs and other equipment. CCT may undertake these tasks for social events on request, but assistance will be required from the hirer for larger events. Where significant additional hall time is required to set up for an event or clear away afterwards, this time is chargeable and will be added to the period of hire. Hirers should discuss any requirements with CCT staff.

## **9. House Rules**

As the signatory to the booking form, hirers must ensure that the following house rules are followed during the let.

- 9.1. No smoking or vaping in the hall or within 5 meters of any external door
- 9.2. No alcohol to be consumed on the premises unless permission has been granted by CCT's management committee
- 9.3. No defacing of walls or vulgar, obscene, improper or disorderly behaviour
- 9.4. All safety signs to be strictly obeyed
- 9.5. No items of large equipment to be used or installed without the permission from CCT's management committee.
- 9.6. No cleaning products or chemicals to be used on hall floors
- 9.7. Stage lights, curtains and other equipment are only be used under instruction by a member of CCT staff or by an approved competent person following guidance as may be issued by CCT from time to time.
- 9.8. All electrical equipment brought into the hall must be in good condition and have been tested in accordance with statutory electrical regulations currently in force.
- 9.9. No nails, screws or other fixings to be driven into any part of the hall structure or furnishings.
- 9.10. Events involving hypnotism require the special written permission of the Board of Trustees of CCT at least four weeks in advance.

Further rules are contained within the Management Rules which are on display in every hall.

## **10. Use of kitchens**

For safety reasons, no children under the age of five can be admitted to hall kitchens. All other children must be accompanied by an adult. Perishable food items should not be stored anywhere in the hall unless refrigeration equipment is available. If used, kitchens must be left in a clean and tidy condition.

## **11. Raised platforms**

Raised structures such as catwalks, stage extensions, ramps and platforms must be inspected by CCT staff before being erected in the hall. In certain circumstances it is a legal requirement to obtain a licence from South Lanarkshire Council's Building Control Service for the use of raised platforms. Further details can be obtained from CCT.

## **12. Maximum attendance**

The maximum attendance for the type of function taking place in any part of the hall must not be exceeded. Layout of tables and chairs must conform to current fire safety precautions. Fire exits or corridors must never be obstructed. In the event of an emergency the instructions of the emergency services and CCT staff must be followed.

## **13. Parking**

Hirers and other visitors to Coulter Hall parking vehicles in the hall car park do so at their own risk. CCT will accept no responsibility for accident, loss or damage to vehicles or their contents.

Vehicles must not be parked on the road or in any position that may cause an obstruction to other vehicles or pedestrians.

## **14. Vetting and accreditation**

CCT reserves the right to make bookings for activities involving children or vulnerable adult subject to a vetting procedure or scrutiny of applicable accreditation.