

Application for venue hire



This form is an application for the hire of **Coulter Hall** or **Coulter Library**. 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 email us at bookings@coultercommunitytrust.org or call us on **0300 800 0018**.

Hiring the hall or library binds you to a number of booking conditions, which are intended to ensure the safe and fair use of the venue for everyone. 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 Regulator, no. SC053346

HIRER DETAILS	
Full name	<input type="text"/>
Name of organisation (if applicable)	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone number (mobile preferred)	<input type="text"/>
Email address:	<input type="text"/>
BOOKING DETAILS	
Venue required (select one)	<input type="radio"/> Coulter Hall <input type="radio"/> Coulter Library
Purpose of hire (Brief description of the activity or event, eg. meeting, party, class, community group)	<input type="text"/>
Is the activity/event ticketed?	<input type="radio"/> Yes <input type="radio"/> No
Expected number of attendees	<input type="text"/>
Is there a charge for entry or participation?	<input type="radio"/> Yes <input type="radio"/> No
If yes, please state the price	<input type="text"/>
Are you having music at this event?	<input type="radio"/> Yes <input type="radio"/> No
If yes, please specify	<input type="radio"/> Recorded <input type="radio"/> Live
Number of stewards or responsible adults supervising the event	<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.

ROOM SETUP REQUIREMENTS (Please complete for each area required, allowing time for setup and clear-up)

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

DATES REQUIRED – please complete either section A or section B below (as applicable)

A: For one-off or irregular bookings, list all dates required below

B: For regular repeat bookings, tick day(s) requested, and the number of weeks required (maximum of 24)

Mon
 Tue
 Wed
 Thu
 Fri
 Sat
 Sun
 Number of weeks required

AGE GROUPS IN ATTENDANCE:

Please estimate the number of attendees by age group and provide details below

Under 5:	<input type="text"/>	5-15:	<input type="text"/>	16-17:	<input type="text"/>	18-20:	<input type="text"/>	21-59:	<input type="text"/>	60+:	<input type="text"/>
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ALCOHOL CONSUMPTION AND CATERING DETAILS

Will alcohol be consumed at this event?	<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 alcohol in the venue
If an occasional licence is required, please provide details of the licence holder	<input type="text"/>
Do you require use of the kitchen?	<input type="radio"/> Yes <input type="radio"/> No Please note that the kitchen may only be used for making hot and cold drinks, and for serving and reheating pre-prepared food.
If you require use of the kitchen, please provide details (please note kitchen charges may apply)	<input type="text"/>

DECLARATION:

I apply to hire a venue from Coulter Community Trust as set out above, and on the dates and times I have indicated. By entering my name and today's date below, I confirm that the information provided in this application is accurate to the best of my knowledge. I have read, understood and agree to be bound by the Conditions of Hire. I accept responsibility for compliance with these conditions and for the conduct of all persons attending the event.

Full name Date

Please return your completed form to bookings@coultercommunitytrust.org

FOR CCT OFFICE USE ONLY

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

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 deposit of £100 is required to confirm the booking. CCT may deduct from the deposit to cover additional cleaning, breakages, or damage. In addition, 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. Each subsequent let must be paid for in advance.
- 1.5. Failure to pay in advance of the let will result in the cancellation of the booking.
- 1.6. The venue should be used for the activity stated and no other purpose.
- 1.7. Bookings are not transferrable, and you may not sublet the venue 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 in writing.
- 2.2. Deposits are non-refundable in the event of cancellation.
- 2.3. In addition, cancellation charges apply as follows, based on the notice received by CCT:
 - 30 days or more – no charge
 - 14 to 29 days – 25% of the hire charge
 - 7 to 13 days – 50% of the hire charge
 - Less than 7 days – 100% of the hire charge

Any deposit paid may be offset against cancellation charges. Where cancellation charges exceed the deposit, the balance will remain payable.

- 2.4. CCT reserves the right to cancel lets at short notice for reasons of election, major event, safety, repairs, essential maintenance or civil emergency. In such circumstances, any fees paid to CCT will be refunded. CCT will not be responsible for any other costs, losses or expenses incurred by the hirer, including any financial loss arising from the cancellation, except where caused by its negligence.

3. Supervision

The person signing the booking confirmation must be aged 18 or over and is responsible for the venue, its contents and all persons attending during the period of hire.

The hirer must ensure adequate stewarding and supervision at all times, appropriate to the size and nature of the event, and compliance with all applicable safety requirements. In particular, the hirer must follow any instructions given by CCT in relation to fire exits, fire procedures, alarms, fire-fighting equipment and first aid facilities. Before the hire takes place, the hirer must ensure that they are familiar with the safety features of the building, including any notices displayed within it, and must ensure that relevant safety information is communicated to those attending where appropriate.

All accidents and dangerous occurrences must be reported to CCT as soon as possible.

Additional conditions may apply to discos, dances, concerts and other events open to the public. These will be provided by CCT where applicable and form part of the Conditions of Hire.

The hirer is responsible for the supervision of any cloakroom and for any loss, damage or claims arising from its use.

4. Loss, injury or damage

The hirer is responsible for any damage to the building or its contents arising from their use, and for any theft or loss of contents during the period of hire. The hirer will pay the full cost of repair or replacement and reimburse CCT for any reasonable costs or claims arising directly from their use of the venue.

CCT accepts no responsibility for loss of or damage to property brought into or stored in the venue.

Nothing in these conditions excludes or limits CCT's liability for death or personal injury caused by its negligence, or for any other liability which cannot be excluded by law. Subject to this, CCT shall not be liable for loss, damage or injury arising from the hire unless caused by CCT's negligence.

5. Insurance

The hirer is responsible for ensuring that appropriate insurance is in place to cover their use of the venue and any associated risks.

Where the event is open to the public or involves participants other than the hirer's immediate group, the hirer must hold public liability insurance with a recommended minimum indemnity limit of £5 million (this level of cover is standard for public liability insurance and is commonly included in policies for events and community activities).

CCT reserves the right to request a copy of the relevant insurance certificate prior to the event. Failure to provide satisfactory evidence of insurance may result in cancellation of the booking.

6. Cleaning

To enable CCT to offer its venues for hire at a reasonable price, hirers must leave the venue in a clean and tidy condition, including removal of all waste and returning furniture and equipment to their original positions.

Any additional cleaning required as a result of the hire will be charged to the hirer.

7. Storage

Storage space in Coulter Hall is limited and is only available with the prior agreement of CCT. Priority will be given to regular hirers and charges may apply.

Any items stored must be kept safely and tidily and must not cause obstruction or hazard.

CCT reserves the right to remove any items that are unsafe, obstructive or left without permission. Any costs incurred may be charged to the hirer.

8. Preparation

For all events, other than social events, the hirer is responsible for setting out and putting away tables, chairs and any equipment used. CCT may undertake these tasks for social events on request. For larger events, the hirer may be required to assist.

Any additional time required for setting up or clearing away must be included within the booked hire period. Hirers should discuss any requirements with CCT in advance.

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. Fire exits and corridors must not be obstructed. Emergency lighting must not be obscured or disabled.
- 9.2. Smoking or vaping is not permitted in the building or within 5 metres of any external door. Cigarette ends must be disposed of in the containers provided.
- 9.3. Alcohol must not be consumed on the premises without prior approval from CCT and, where required, an appropriate licence.
- 9.4. Naked flames, including candles, sparklers and indoor fireworks, are not permitted in the building.
- 9.5. The wood-burning stove in Coulter Library may only be used with prior permission from CCT and by a person who has received appropriate instruction.
- 9.6. Walls and fittings must not be defaced. Disorderly, offensive or inappropriate behaviour is not permitted.
- 9.7. All safety signs to be strictly obeyed.
- 9.8. Large items of equipment must not be brought into, used or installed in the venue without prior permission of CCT.
- 9.9. Cleaning products or chemicals must not be used on wooden or carpeted floors without prior approval from CCT.
- 9.10. Stage lighting, curtains and related equipment may only be used under the instruction of CCT staff or by a competent person approved by CCT.
- 9.11. All electrical equipment brought into the venue must be safe, in good condition and, where appropriate, have been PAT tested. CCT reserves the right to refuse the use of any equipment it considers unsafe.
- 9.12. Nails, drawing pins, screws or other fixings must not be driven into any part of the building or its furnishings. Adhesive tape or putty (e.g. Blu Tack) must not be used on walls or painted surfaces.
- 9.13. Events involving hypnotism require the special written permission of the Board of Trustees of CCT at least four weeks in advance.

10. Use of kitchens

The hall and library kitchens may only be used for making hot and cold drinks, and for serving and reheating pre-prepared food. The hirer is responsible for ensuring safe food handling practices at all times.

Children under the age of five are not permitted in the kitchen. All other children must be supervised by an adult.

Perishable food must not be stored in the kitchen unless appropriate refrigeration is available.

The kitchen must be left in a clean and tidy condition after use.

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 permitted number of persons for the type of activity taking place must not be exceeded. The layout of tables and chairs must comply with current fire safety requirements and must not obstruct exits.

13. Parking

Vehicles are parked in the Coulter Hall car park at the owner's risk. Parking is limited, and drivers must park with consideration for others. CCT accepts no liability for loss of or damage to vehicles or their contents, except where caused by its negligence.

Vehicles must not be parked in a manner that causes obstruction to other vehicles or pedestrians.

14. Vetting and accreditation

Where a booking involves activities with children or vulnerable adults, CCT reserves the right to require appropriate safeguarding measures to be in place. CCT may request evidence of relevant checks, qualifications, affiliations or accreditations before confirming or allowing the booking.