

GLENLIVET PUBLIC HALL

TERMS AND CONDITIONS OF HIRE

Whilst this list of terms and conditions may appear exhaustive the overriding issue is the need to ensure the hall is not exposed to any damage and it should be left in a clean and tidy condition, as found at the commencement of the booking.

Administration

1. All correspondence relating to the hiring must be conducted with the Hall Booking Secretary or other authorised person.
2. When determining the hire period, time required for setting up beforehand and clearing up afterwards must be included. The Hall should only be used for the purpose/duration time stated on the Booking Form. Any unauthorised extension of that time will be charged at the appropriate rate.
3. Should any dispute regarding a hire occur, this shall be settled by the Hall Committee whose decision is final and binding.
4. The Hall Committee reserve the right to amend the Contract of Hire & Conditions of Use and schedule of charges at any time.
5. The Hall Committee reserve the right to refuse admission to, or remove from the Hall, any person(s) deemed to be causing a risk/harm to the building or its occupants.
6. The Hall Committee cannot accept any responsibility for any loss or damage of personal belongings/ equipment brought into the hall or to any vehicle or personal belongings left in the Hall car park.

Health & Safety

7. Hirers need to be aware that there is no telephone and limited mobile reception in the Hall.
Wi-fi is available.
8. To comply with current regulations on Fire and Safety, each hire must be supervised by a designated person who will be responsible for the overall control of the hire. In particular, this will be required for taking control in the event of an emergency. The designated person must be present throughout the duration of the hire.
9. Nothing shall be done, nor shall anything be brought on to the premises, which may create a risk to the building or its occupants.
10. Pressurised containers of any kind are not allowed in the Hall.
11. Bouncy castles are not permitted in the Hall or grounds. It is an excluded activity in the Insurance Policy for the Hall.
12. The use of glassware outside the Hall is not permitted.

Legal Requirements

13. This is a smoke free building, including vaping. All hirers must observe this policy.
Smoking is allowed outside on the veranda – cigarette bins are available.
14. The Hirer shall commit no infringement of the law relating to copyright and shall relieve the Hall Committee from all claims and actions. In relation to live music, the Hall holds a music licence.
15. Hirers of the hall for attendance which includes children, young people and/or protected adults shall take all necessary precautions for their safety and in particular, those precautions required by statute.

Hirer's Responsibilities

16. The hirer is responsible for the collection, safekeeping and return of the keys to the Key Safe. Any delay in the return of the keys may incur an additional hire charge.
17. The Hirer is expected to take electricity meter readings both on arrival and departure and to enter these on the form provided
18. The Hirer must permit members of the Hall Committee access to all parts of the building during the hiring and shall comply with any directions given by them. This is to prevent any risk/harm to the building or its occupants or inconvenience to neighbours.
19. The Hirer shall regulate admissions so that at no time is the maximum capacity of **120** persons exceeded.
20. It is the Hirers responsibility to familiarise themselves with the Fire Safety and Emergency Evacuation procedures and ensure they are both understood and followed – See Fire and Emergency Evacuation Procedure Sheet for additional information.
21. It is the responsibility of the hirer to ensure that any occasional permission and/or licence required by law in respect of alcohol or gaming are obtained from the licensing authority.
Please Note - If you are charging for entry to your event, providing alcohol free of charge is still regarded as a sale and requires a Liquor Licence from Moray Council.
For events that do not require a Liquor Licence, whether you provide the alcohol or people bring their own, the Licencing Standards Officer recommends that there should be some parameters surrounding limits and that there should be policies in place for things like dealing with people who are vulnerable or become troublesome through intoxication.
22. The Hirer shall not permit, without previous consent, the installation or use of any sound equipment, additional lighting or heating apparatus beyond that provided by the Hall Committee.
23. It is the Hirers responsibility to ensure that all equipment or property brought into the hall is in a safe and sound condition.

24. It is the hirer's responsibility to ensure compliance with all statutory regulations involved with or applicable to, the use of the kitchen facilities. At the end of the hire the kitchen and associated equipment used must be left clean and in good order.

Please Note – The Hall Committee cannot be held responsible for any food and drinks prepared on or off the premises by the Hirer or those responsible for catering.

25. The Hirer is responsible for setting out tables and chairs and for cleaning and returning them to their correct place in the storeroom. Chairs must not be stacked more than 10 high.

26. The Hirer must ensure minimum disturbance to neighbours during and after the hire and all activities of the hire should be contained within the hall after 10pm.

27. At the end of the hire the building must be left secured (including fire exits), and all lights, heaters and electrical equipment must be switched off. See Exceptions Below

Please note – The following items must **not** be switched off:

- All thermostats and space heaters in the toilets and showers
- The UV filter and space heater in the cupboard under the kitchen sink
- The security light switches located inside the side doors at the front of the hall

PLEASE BE ADVISED: If any electrical appliance is not switched off the hirer may bear the cost of any consequent use of electricity.

28. The hirer is responsible for ensuring that the building is left in a clean and tidy condition. If extra cleaning is necessary, a supplementary charge of £15 per hour may be made. Damage of any kind sustained by the premises in connection with, or as a consequence of the hiring, may be required to be repaired at the Hirer's expense and to the satisfaction of the Hall Committee.