

CONDITIONS OF HIRE

Introduction: Hirers should read this document prior to making a booking and sign the booking form to confirm their agreement to comply with the following conditions.

Responsible Person

The hirer is the Responsible Person, authorised by the Hall Trustees under the Public Entertainment Licence, for the supervision and management of the premises and must be present at all times during the period of the hire. Conditions of the Public Entertainment Licence are on page 2 of this document and on the Hall website.

Health and Safety/First Aid

1. For seated events or when stalls are to be erected, the floor plan must be agreed with the Trustees before the event takes place.
2. All approaches to stairways and passages must be kept entirely free from seats, tables or any other obstructions.
3. Access to fire escapes and fire appliances must not be obstructed. **All emergency exit doors must be unlocked whilst people are on the premises.**
4. Users must not bring their own furniture or electrical equipment into the premises without the prior agreement of the Trustees. Any electrical appliance allowed into the Hall must be connected via a Residual Current Device (RCD).
5. Naked lights or candles are not to be used without the prior Trustee agreement.
6. Smoking is prohibited anywhere within the premises.
7. All hirers are required to be mindful of any risks associated with their activities and safeguard those involved. Children on the premises must be supervised at all times.
8. Access to the stage area or kitchen is not allowed unless previously agreed by the Trustees.
9. Chairs stacks should be moved using the chair trolley and stacks must not be more than ten chairs high.
10. Control of the conduct of all users of the Hall is the responsibility of the hirer; **including conduct and noise that may create a nuisance to occupiers of neighbouring premises.**
11. All hirers are advised to make first aid provision available. First aid boxes are sited in the foyer and the kitchen. Accidents, and use of first aid boxes, must be reported to the Trustees.

Fire/Emergency Evacuation

1. The Emergency Plan must be reviewed and the locations of all exits and safety appliances noted.
2. The hirer will ensure that there are sufficient competent persons available at all times to ensure that the Emergency Plan can be carried out effectively. They should be aware of the particular needs of children and disabled people. Note that the rear fire exit does not have a wheelchair ramp.
3. **The premises must be immediately evacuated if;**
 - **The fire alarm sounds anywhere in the premises**
 - **If the normal lighting fails**
 - **If a steward, or the hirer, or representative of the Trustees orders an evacuation.**

Responsibility for Loss, Damage or Injury

1. The hirer will be financially responsible for any damage caused during the period of hire.
2. The hirer is expected, if they deem it necessary, to insure themselves and the public against any liability.
3. The Trustees have insurance for the buildings and contents of the Hall and for **their** liability to the public but they are **not** insured for the public liability, or property, of hirers.

Cleanliness of the Hall and Return of Keys

1. Hirers are required to ensure that all areas they use are left clean and tidy and all rubbish removed. The Trustees reserve the right to make an additional charge if extra cleaning is needed.
2. Hirers must not use drawing pins, tacks etc. to attach material to the walls. BluTak may be used on wooden paneling only, so long as it is completely removed after use.
3. For evening events, the Hall key should be returned by 10am the following day, unless otherwise agreed.

Public Entertainment Conditions

1. In addition to the above, for all events to which the public have access (which includes concerts, dances, sales exhibitions etc), the hirers will agree the number of stewards (who are visibly identifiable) to be in attendance for the duration of the event. **A minimum of one steward will normally be required for any event that attracts 50 persons or more. Any stewards must be fully instructed in all safety precautions, including fire safety precautions.**
2. **If external caterers are used for individual events then full compliance with Regulation (EC) 852/2004, 'The Hygiene of Foodstuffs' and the Food Hygiene (Scotland) Regulation 2006 will be required. If raw and ready to eat foods together are to be handled, prepared, cooked and/or served at an individual event advice should be sought from the Environmental Health Officer.**
3. Alcohol may only be offered for sale if the hirer has the agreement of the Trustees and the appropriate Occasional Licence. A bar to serve an event in the Main Hall must be set up in the Small Hall, unless otherwise agreed.