Aberlemno and District Village Hall Committee
Aberlemno Village Hall, Old Brechin Road
Aberlemno, DD8 3PE

www.aberlemno.org

Aberlemno Village Hall Booking Confirmation

For completion and return by post to the above address or by e mail to jacqui490@sky.com

I have read, understand and accept all the conditions of the Hall hire and will be the responsible person during let(s) detailed below.

Name: **Signature:** **Date:**

Booking Details
Event date(s):
Hall entry time: Hall exit time:
Arrangements agreed for entry and locking up:
Type of event:
Numbers attending (the comfortable seating capacity for functions in the Hall is 100):
Is use of kitchen required?
Please detail below any additional requirements: tables and chairs

Contact Details
Name:
Phone number:
E mail address:
Postal Address:

Charges and Payment Terms

Bank Details:

Name: Aberlemno Village Hall
Sort Code: 82-63-18
Account No: 90023511

Access Times:
Hirers may enter the Hall **30 minutes before** their booking start time and have **30 minutes after** the booking to close and tidy.

1. Regular bookings:

£12.50 per hour

Payment:
Monthly invoice, payable by bank transfer

Cancellation:
Cancellations within 48 hours of the booking are fully chargeable
For block bookings, changes to an alternative date may be allowed by exception and subject to availability

2. One off bookings:

£15.00 per hour

Payment:
Due 14 days before the hire date by bank transfer

Cancellation:
Cancellations within 48 hours of the booking are fully chargeable

3. Day rate:

£70 fixed rate

Includes:
Access the evening before for setup
Full-day access on the day of the event

Payment:
Due 14 days before the hire date by bank transfer

Cancellation:
Cancellations within 48 hours of the booking are fully chargeable

Cleaning Expectations
The Hall should be left as it was found. Cleaning equipment is provided.
For regular bookings, an additional cleaning charge will be applied if a cleaner is required before the next event.

Conditions of Let

1. Subject to the approval of Aberlemno Village Hall Committee, the hall is available for use by:-

a) Local user groups for either fund-raising or non-fund-raising activities.

b) Local residents for private functions. e.g. wedding receptions, children's parties.

c) Other interested parties at the discretion of the hall committee.

2. The following conditions shall apply: -

a) The premises shall not be used for public entertainment outwith the hours of 9am and midnight unless special permission has been given by the Committee.

b) The licence holder, or some responsible person (not under the age of 21 years) who hires the Hall shall be present and in charge during the whole period of time the public are in the Hall. They will be responsible for ensuring that all members of the public have vacated the Hall and that all lighting is switched off before locking up. They will also be responsible for the general behaviour of the public both in the Hall and within the hall grounds. **Please note, when leaving the hall after 11pm, to keep noise to a minimum to avoid creating a nuisance to local residents.**

c) The person in charge will be responsible making themselves familiar with the fire exits (main doors, rear left of main hall, back right of back area of the hall) and in the case of fire, checking the Hall building ensuring that all persons have evacuated the Hall to the designated assembly area (Hall car park), unless of course, their life would be put in danger by doing so. They should also ensure that the Fire Brigade is called. All portable electrical appliances brought into the Hall must have been checked (Portable Appliance Testing) by an accredited engineer.

d) All hirers are asked to respect the facilities provided by the Village Hall. The individual or user group using the hall will be held responsible for any damage to the Hall, its furnishings, fitting, accessories or the surrounds. **Due to the valuable and fragile nature of the artefacts held in the back hall, no hirer should access this area without the express permission of the Hall committee unless in the case of an emergency.** Any damage must be reported and made good at the expense of the individual or user group to the full satisfaction of Aberlemno Village Hall Committee.

e) Aberlemno Village Hall Committee accepts **no responsibility** for the loss or damage of any property brought to the hall, its surrounds and the car parking area. Users of the car park should show consideration for others and ensure that the exit/disabled parking areas are not obstructed.

f) Aberlemno Village Hall Committee accepts **no responsibility** for food made and served or food brought to the Hall and consumed in the Hall.

g) As with all public buildings, no smoking is permitted on the premises at any time.

h) The hirer is responsible for obtaining any licences required such as those for the sale of alcohol or the -performance of an entertainment (royalty fees, etc) unless otherwise agreed in advance with the Hall Committee. If alcohol is to be sold in the hall, a special licence is required and is usually obtained by the licensee providing the bar. The responsible person must ensure that no person under 18 is allowed to purchase or consume alcohol on the premises.

i) Children using the hall must be supervised at all times.

j) It is expected that the Hall will be left as you found it and as such cleaning equipment is made available. A £10 additional charge may be required per booking as a cleaning deposit; where the Hall is left as it was found, this will be refunded within 3 days after the event. For regular bookings, an additional post hire charge will be made where a cleaner is required before the Hall can be used for the next event.

k) **Any club, organisation, society, group etc. hiring the hall should have separate insurance cover for injury or damage which arises out of the use of the premises**. Individuals who hire the premises for a private function, and who have no access to any other insurance arrangements are covered by the Hall insurance. It is not appropriate for anyone hiring the hall to undertake work at height eg to put up decorations and Aberlemno Village Hall Committee accepts **no responsibility** for injury or damage resulting from this**.**