

Terms and Condition of Hire

Hall Committee's Responsibility

- The Trustees and Management Committee have taken all reasonable steps to ensure the hall is safe for use. We have up-to-date Risk Assessment, Fire Risk Assessment and Health and Safety Policy in place. These can be found in the Hall Book.
- The Trustees and the Hall Committee accept no responsibility for personal injury or death, or for loss or damage to any property brought to the hall or its surrounds.
- The Trustees and Hall Committee accept no responsibility for food served and consumed in the hall. Food hygiene guidelines are displayed in the kitchen for the benefit of all hall users. Please read them and draw them to the attention of those using the kitchen and ensure they are adhered to.

Hirer's Responsibility

- The hirer shall be present and in charge during the whole period of time that the public are in the hall.
- The hirer must arrange to have sufficient responsible personnel in attendance to ensure the good conduct and safety of the public, to prevent damage to the hall premises, furniture and fittings and to take charge in case of emergency.
- For parties, discos and suchlike there should be at least one clearly identifiable attendant who can take charge in case of emergency.
- It is advisable to have a person trained in first aid in attendance.
- The hirer shall be responsible for ensuring that all members of the public have vacated the hall before locking up and for checking that all lights, heaters and water heaters have been left as instructed.
- Hirers will be held responsible for any damage to the hall, its furnishings and fittings, accessories or surrounds. Any damage must be reported and made good at the expense of the hirer to the full satisfaction of the hall committee

Health and Safety

- The legal hall capacity is 236 where close seating is used, 168 for a dance or ceilidh and 118 where tables and chairs are set out. We find that 80 to 100 is a comfortable number for a dance or ceilidh and request that numbers do not exceed 150 without prior consent.
- Particular care needs to be taken when children are present, and hirers are requested to follow statutory guidelines.
- The hirer shall seek the permission of the Management Committee if they intend to engage in any activities on the hall premises (including the car park) that would introduce additional or special risks.
- The stage should only be used by a band or DJ. Stage or sound effects, smoke or pyrotechnic devices etc, fires, fireworks and naked flames are not allowed.
- Bouncy castles are not allowed.
- No extension or alteration shall be made to any electrical installation without the permission in writing of the Management Committee.
- The hirer shall not interfere with the lighting or heating of the hall.
- For large meetings the hirer has a responsibility to ensure that maximum use is made of the car park to minimise congestion on the A93. The police should be informed, at a week's notice, so they can put 'no parking' cones along the roadside.
- Everyone should leave the hall in the event of a lighting failure.

Fire Safety

- Hirers have a responsibility to make themselves aware of the fire safety provisions, the fire alarm points and fire exits so that, in the event of a fire, they can raise the alarm and evacuate the building as quickly as possible and muster in the west end of the car park.
- Hirers should make a fire safety announcement at the start of the event. There are prompt cards for this in the kitchen. There is a fire safety plan on the noticeboard and in the Hall Book.
- It is the responsibility of the hirer to check that all persons have evacuated the building, including toilets, store etc, unless their life would be put in danger by doing so.
- Please ensure all passageways and doors are kept clear at all times.

Food safety

- The kitchen is to be used for serving food only. Food should be stored safely until it is eaten. For further information consult the Hall Book and Food Hygiene guidelines.

Housekeeping

- Hirers are responsible for setting out the tables and chairs and putting them away afterwards. Tables and chairs must be arranged according to the plans in the Hall Book.
- No decorations or other items are to be attached to the walls of the hall.
- Regular user groups are expected to do their own housekeeping and leave the hall in readiness for the next user. Please complete the checklist on arrival and on departure.
- People hiring the hall for parties or fund-raising events are expected to clean the kitchen (if used) and toilets and sweep the hall floor. The hall floor only needs to be wiped in case of spillage. Rubbish must be disposed of properly.
- Housekeeping details are agreed at the time of booking and instructions can be found in the kitchen and the Hall Book. The hirer shall treat the hall as if it were their own property and return the hall in as good a condition as it was at the beginning of the hire.
- Before vacating the premises, the hirer must ensure that all heating and lighting are turned off or left as instructed and all windows closed and external doors locked.
- Please report any damage or faults as soon as possible to the Hall Secretary.

Alcohol

Alcohol may be sold in the hall only by prior agreement with the hall committee. An Occasional Licence is required and can be obtained from Aberdeenshire Council. You need to apply at least 6 weeks in advance. Proof of such licence shall be provided at the request of the Management Committee. Sufficient stewarding must be provided at licensed functions to comply with the licence conditions.

It is illegal to smoke anywhere in the hall.

Any damage to the hall must be reported and the hirer shall pay for repair or replacement as necessary.

Any complaints must be made to the Bookings Secretary in writing.

The Management Committee reserves the right to refuse or cancel any booking.

The Management Committee further reserves the right to alter or cancel any of the above items and conditions at any time.