



# Gavinton Village Hall

## Conditions of Let

### Last Revised September 2021

1. All booking forms must be received (when possible) a minimum of 2 weeks before the hire date.
2. The maximum number of persons allowed into the hall is limited to 100. This may not apply during the period of coronavirus regulations.
3. A deposit of 50% of the hire fee is to be paid in advance on all wedding bookings.
4. If the booking is cancelled more than six months prior to the event the deposit will be refunded in full. If cancelled within six months and seven days of the event 50% of the deposit will be refunded. Payment in full must be made either by cheque or BACS transfer on the day of the event.
5. The Hirer must be aware of the position of all the fire alarm points, fire extinguishers and fire exits on arrival. Fire escapes must not be obstructed.
6. It is the responsibility of the Hirer to ensure that they are familiar with and conform to, the Hall operating procedures contained within the Operating Procedures Manual, which can be found in the kitchen or small meeting room.
7. It is the Hirer's responsibility to ensure that there is enough refrigeration space for all food requiring to be refrigerated. It is also the Hirer's responsibility to check that the fridge and freezer is running to the correct temperatures before using them.
8. The Hirer will be responsible for leaving the premises in a clean and tidy condition, taking particular care to leave the kitchen and toilet facilities clean. All cleaning materials will be provided for this purpose and can be found in the cleaner's cupboard opposite the accessible toilet. All debris from functions must be bagged and removed, including anything left in the fridge or freezer.
9. Please note the Hall is a **NON-SMOKING** building including the use of E-cigarettes. Smoking is only permitted outside the Hall next to the cigarette bin provided and it is the responsibility of the Hirer to ensure that this rule is followed.
10. The Hirer will take all possible steps to prevent misuse of the premises and to ensure that no damage is caused to the building or fixtures, fittings and furniture during the hire.
11. The Hirer will be responsible for any damage caused and shall undertake to repay the Village Hall the cost of making good any damage, or by replacing any articles damaged, lost or destroyed, to the satisfaction of the Committee.
12. The Hirer is responsible for ensuring that all furniture and other equipment in the hall is returned to its original position at the end of the hire period. **NB Not applied during Covid restrictions. Please leave furniture or equipment used in place to make it easier for the cleaner to identify what furniture needs to be cleaned.**

13. Please let us know if you wish to bring equipment into the Hall for your event, e.g. a Bouncy Castle. You will be required to show evidence of the appropriate Public Liability Insurance Certificate.
14. The Hirer will be responsible for any function held in the premises and for the good conduct of all persons attending. The Hirer must be in attendance during the period of Let.
15. For all youth functions (under 18) the hall must be booked by an adult who must be present throughout the function.
16. The Committee is not responsible for any injury sustained during the let of the Hall by an individual using the premises. A first aid kit and accident log are kept in the kitchen or small hall and be completed should an accident occur.
17. It is the responsibility of the Hirer to ensure that no alcoholic beverages are given to under 18s.
18. On **no** account should the cover be removed from the digital piano or any attempt made to play it, except by authorised persons.
19. To protect our neighbours, music amplification must be controlled in order that noise levels are kept to a minimum for the nearby houses. Noise levels should be reduced at 11pm. When vacating the Hall, please keep noise to a minimum.
20. The Hirer must meet with a member of the Village Hall Committee, at a mutually convenient time, to be shown around the building. This is to ensure the Hirer is aware of the fire procedure and regulations and equipment works.
21. If food and drink is to be prepared, the Hirer is responsible for ensuring that food and safety regulations are followed.
22. No banned or illicit substances are to be used in or outside the Hall.
23. Either submitting a paper copy or an electronic copy of the Booking Form means you have read and understood the Conditions of Let and agree to them.
24. If an Alcohol License is required, this must be discussed with the Booking Secretary. We are limited to a small number each year.

### **Use of the Cinema Equipment**

25. Cinema equipment is only to be operated by Committee members of Community Cinema, Gavinton.
26. Requested film screening must satisfy copyright Laws.
27. Presentations, such as PowerPoint and photographs to illustrate talks etc., may be shown using the cinema projector and screen via RGB connection. The Hirer may operate this equipment, with instruction (if needed). This facility is available for an added small premium.
28. It is important to close down the equipment after use and put remote controls in a safe place.
29. No-one under 18 is permitted to use the projector.

## Fire Precautions

Please be aware that in the case of fire, the Fire Regulations state that persons must be nominated for all bookings where numbers exceed 50 (one person to every 25 people).

These persons must attend for the entire period of the booking.

30. In the event of the fire alarm sounding all persons MUST leave the building via the fire exits.
31. There must always be free and unobstructed access to ALL exit doors.
32. Fire extinguishers must be readily accessible and must not be covered or hidden by any materials.
33. Any temporary electrical installations must be undertaken by a qualified electrician. Electrical equipment must not exceed 13amps.
34. The Hirer must not use portable gas or electrical heaters under any circumstances.

## Additional Conditions of Let during the Coronavirus Pandemic, September 2021

Whilst Scotland moved beyond Protection level 0 on August 9 2021 the following additional conditions apply:

- Face coverings are still required. Please ensure that all users wear face coverings unless exempt from doing so. Face masks are available in the kitchen for those who do not have one.
- Contact details must be collected for test and protect.
- Whilst physical distancing is no longer mandatory, we advise that users should maintain a one metre distance from other people where possible.
- Good ventilation remains important.

Hirers are responsible for ensuring that they run their group in line with the Covid guidance appropriate to their activity. Further information is available at the websites below. Please note that the guidance can change at short notice.

<https://www.gov.scot/coronavirus-covid-19/>

<https://sportscotland.org.uk/covid-19/latest-sport-and-physical-activityguidance/>

<https://www.gov.scot/publications/coronavirus-covid-19-multi-purposecommunity-facilities---guidance/>

<https://www.gov.scot/publications/coronavirus-covid-19-community-learningand-development-sector/>

<https://education.gov.scot/media/rnhjxgtn/music-guidelines-17-05-21.pdf>

<https://www.ism.org/advice/scotland-covid-19-measures>

1. **Ventilation:** In the main hall, the windows and skylight should be opened during use. Two extractor fans are also available. Please ensure that the windows and skylight are closed and fans switched off at the end of each session.
2. **Test and trace - recording the details of users.** Hirers must inform their users that they are required to register their attendance either by using the QR code on the Test

and Trace poster in the small hall or to provide their contact details on the activity sheet provided (see below). You are required to sign and leave this form in the hall letter box.

3. **Users who consider that they may be infected with coronavirus must not be allowed to enter the premises and should a user become ill during a session they should be asked to leave.** The booking secretary should be informed if the latter occurs.

4. **Cleaning:** In order to ensure that the premises are cleaned to Covid standards after each booking, a professional cleaner will be hired at an additional cost of £10. This may be higher if the hall floor needs to be cleaned because of the type of use.

5. **Kitchen:** Access to the kitchen is prohibited to anyone attending a booking date within three days of a previous booking which used the kitchen. A 'no entry' notice will be placed on the kitchen door when this situation arises, and a kettle of water will be put in the village hall.

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(next page: activity attendance record)

