



Gavinton Village Hall

Conditions of Let

Last Revised October 2023

1. It helps us if you can submit a booking form at least 2 weeks before the hire date.
2. The maximum number of persons allowed into the hall is limited to 80, either standing or seated in rows. If those attending are seated at tables, there is only space for around 60. The kitchen has crockery and utensils to cater for no more than 60 people.
3. At the discretion of the Bookings Secretary, a deposit of 50% of the hire fee is to be paid in advance on all weddings, parties or similar bookings.
4. If the booking is cancelled more than 7 days before the event the deposit will be refunded in full. If cancelled between 1 and 7 days of the event 50% of the deposit will be refunded. Payments should normally be made either by cheque or BACS transfer or other arrangements as agreed with the Treasurer.
5. If you wish to book an event which is repeated at regular intervals, please provide details of the frequency (for example, weekly on a Monday); the start and end dates and whether you wish there to be any intervals (for example, for holidays).
6. If you are hiring the hall for the first time, you are expected to meet with a member of the Village Hall Committee to be shown around the building. This will give you an opportunity to become familiar with the premises and ensure that you are aware of the fire procedure and regulations and how equipment works.
7. The Village Hall Operating Procedures Manual can be found in the kitchen or small meeting room. It is your responsibility to ensure that you are familiar with and conform to these procedures.
8. It is your responsibility to ensure that there is enough refrigeration space for all food requiring to be refrigerated and to check that the fridge and freezer are running to the correct temperatures before using them.
9. You may not use the dishwasher unless you have been instructed in how to use it.
10. **You are responsible for leaving the premises in a clean and tidy condition, taking particular care to leave the kitchen and toilet facilities clean.** Cleaning materials are 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 remaining in the fridge or freezer.
11. Please note that smoking is not allowed in the building, including the use of E-cigarettes.
12. You must be in attendance during the period of let and are responsible for the good conduct of all persons attending.
13. Please take all possible steps to prevent misuse of the premises and to ensure that no damage is done to the building or fixtures, fittings and furniture during the hire. As the Hirer you undertake to repay the Village Hall the cost of making good any damage or replacing any articles damaged, lost or destroyed, to the satisfaction of the Committee.

14. Please ensure that all furniture and other equipment in the hall is returned to its original position at the end of the hire period, unless requested otherwise.
15. Please let the Booking Secretary know if you wish to bring equipment into the Hall for your event, e.g. a Bouncy Castle. You may need to show evidence of the appropriate Public Liability Insurance Certificate.
16. For all youth functions (under age 18) the hall must be booked by an adult and at least one adult must be present throughout the function.
17. 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 if an accident occurs it should be recorded in the log, and the booking secretary informed within two working days.
18. The digital piano may only be used by authorised persons.
19. To protect our neighbours, sound 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. If food and drink is to be prepared, the Hirer is responsible for ensuring that food and safety regulations are followed.
21. No banned or illicit substances are to be used in or outside the Hall.
22. 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.
23. If an Alcohol License is required, this must be discussed with the Booking Secretary. The Village Hall Committee is only permitted to have twelve licences a year, all of which are usually used for events such as film nights, the Burns Supper and Reiver's Night. It is the responsibility of the holder of an alcohol licence to display the licence in the Village Hall and to comply with the regulations contained in it.

Use of the Cinema Equipment

24. Cinema equipment is only to be operated by those authorised by the Committee.
25. Presentations, such as PowerPoint and photographs to illustrate talks may be shown using the cinema projector and screen via RGB connection. The Hirer may operate this equipment, after instruction. This facility is available for an added charge.
26. It is important to close down the equipment after use and put remote controls in a safe place.

Fire Precautions

27. 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.
- 29 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 and gather on the village green. The responsible person must ensure that everyone has left the building.

31. Fire extinguishers are readily accessible and must not be covered or hidden by any materials.

32 The use of portable gas or electrical heaters is not permitted.

33 Advertising your booking.

Many bookings are private and the responsibility lies with the hirer to inform people about the event. Other bookings are often made by organisations that run events which are open to the public. Whilst it is the responsibility of these organisations to organise their own publicity for public events, the Village Hall committee can also help spread the word about forthcoming activities. This can be in the local newsletter, on posters in the village hall or on our Facebook page. If you wish us to assist us in publicising your event please let the booking secretary know.

34 Covid Guidance

The Covid virus remains with us and hirers are asked to keep aware of the current guidance, which is available at <https://www.gov.scot/publications/coronavirus-covid-19-staying-safe-and-protecting-others/>

Hirers are reminded that providing ventilation reduces the transmission of infection. In the main hall, the windows can 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.

Users who consider that they may be infected with coronavirus should be asked to leave.
