

## CONDITIONS OF USE AND LET FOR BRAEMAR VILLAGE HALL

(Or part thereof)

1. Lets will be authorised by the Braemar Village Hall Management Committee. Lets are only confirmed and authorised on the receiving of a signed booking form.
2. A let will be valid only for the dates, times and accommodation shown on the booking form. **All preparation and tidying up must be carried out within the hours of the let unless otherwise agreed with the Hall Keeper.** All areas let must be left in good, clean and tidy order. All furniture must be returned to its proper storage area. No litter or bags of rubbish must be left in or around the premises. Where possible rubbish must be recycled - a facility for recycling of paper, cardboard, tins and plastic bottles is located at the hall and all glass and bottles should be taken to the glass recycling in the main village car park . Non recyclable rubbish should be bagged and left outside in the lobby.
3. All persons admitted to the hall and its facilities are subject to the conditions of use and let and should at all times adhere to the rules and regulations of the hall.
4. Users of the hall facilities shall be responsible for maintaining orderly conduct within the premises and shall be held liable for any loss of or damage to the property, equipment, furniture and fittings etc, belonging to the hall, which, in the sole opinion of the hall committee, is caused by, or arises out of the hire of the hall or the meeting rooms. Any damage must be reported immediately to the Hall Keeper.
5. Any costs incurred in restoring or repairing the fabric of the premises, the furniture or equipment to what they were at the commencement of the let, will be charged to the lessee. This must be paid within fourteen days of the issue of the account.
6. It is strongly recommended that for the protection of any organisation/group members hiring the premises, or any part thereof, that the organisation/group has public liability insurance to cover injury and property damage to third parties as a result of the negligence of the organisation/group. It is the responsibility of the lessee to ensure that any insurance cover, that is necessary to have, has been properly arranged before the let.
7. The Hall committee shall not be liable for any personal injury arising directly from any cause out-with their control or from the misuse of the facilities.
8. A deposit of £20 is payable for the use of the hall, for all private parties. This will be only be refunded, after the booking has taken place, if the hall and its facilities, are left in a suitably clean and tidy state. It will be forfeit if recyclable rubbish is not taken to the recycling point by the hirers.
9. The Hall committee shall not be liable for any loss or damage to goods, property, equipment, clothing or any other article brought in to the hall.
10. In the interests of safety, all user groups should ensure that their members are familiar with the location of all the fire exits and are able to exit the building quickly and safely in the event of a fire. The hall committee will not be held responsible in the event of non-compliance in this matter. Fire exits must not be blocked by equipment etc when the hall is in use.
11. In the event of a fire or an evacuation of the hall for any other reason the muster area is on the pavement opposite the Hall.
12. Equipment owned by user groups and stored within the hall is not covered by the hall's insurance policy unless by special arrangement.
13. Extra fittings, decorations or notices may not be erected within the hall and its surrounding areas without prior approval.

14. Braemar Village Hall is **No Smoking throughout** in line with current legislation.
15. User groups should behave in an orderly manner when using the hall and should be careful not to make unnecessary noise when entering and exiting the hall.
16. No naked flames are allowed nor the use of smoke machines without prior agreement. Such agreement is rarely granted.
17. Alcoholic liquor must not be brought into or consumed on the premises or any part thereof without permission being granted, in writing, at the time of the booking. The appropriate liquor licence must be applied for, by the hirer of the hall, from Aberdeenshire Council South in Stonehaven (this can take 6 weeks to process). Licensing conditions must be adhered to and a copy of the liquor license applied for, and the names of the stewards, must be forwarded to the booking secretary before commencement of the let.
18. Any portable, electrical equipment brought onto the premises must be regularly checked by a qualified electrician for good working order.
19. In the event that a lessee wishes to cancel any let, he/she must do so by contacting the booking secretary as soon as possible. In the event that notice of cancellation is given within seven days before the let a charge will apply.
20. Authorised officials, or members of the management committee shall be entitled to free access to the premises, during a let, for any reasonable purpose.
21. The decision of the Committee, in respect of lets, allocation and use of facilities is final.

**By order of**

**The Braemar Village Hall Management Committee**

**April 2018**

**Contacts**

Chairman	John Macpherson	013397-41439
Hall Keeper/Booking Secretary	Susan Farquharson	013397-41220