

Application for hire of the Devonvale Hall
Devonvale Hall Limited, Moss Rd, Tillicoultry, FK13 6NS

All charges will be calculated at the rate applicable when payment is being made. A booking may be paid in full with the deposit of £100 as well or may be secured with the deposit of £100 only or £500 deposit for all 18s and under events. The full hire cost will be due not later than 2 weeks before the event. If, however, there has been damage to the hall the £100 deposit will be retained. Any cancellations require 30 days' notice otherwise the £100 deposit will be retained. All entertainment must have a P.P.L (music license). Prices are subject to a periodic review. **Minimum let 3 hours.**
Hall must be clean and Vacated by all persons / entertainment / bar by time booked on form.

When require:

Day & date Start Time Finish Time

Details of Let:

Purpose of let:
 Name of organization / charity number if applicable
 Areas required:
 Kitchen (must be booked if food is available) : yes / no Resident Bar : yes / no
Please provide contact details for Caterers:

No alcohol is to be imported in to the hall unless permission from the Devonvale hall board has been given and only in unusual circumstances, there will be a corkage charge per bottle if applicable. Any alcohol found will be removed and the person responsible asked to leave.

Total number persons attending..... Total number under 18 years.....
 Age of youngest person under 18 years..... Age of oldest person under 18 years.....

Please provide contact details for all Entertainment and Decorators:

If required, Please provide contact details and badge numbers for Certificated Stewarts.....

Please provide a basic timetable of all activities which will be carried out during the let
 Entertainment / Awards / speeches / Prize giving / games etc.

Activity	Time start	Time end
Example ---buffet open	6 pm	10.30 pm

If more space needed please use extra sheet provided.

Responsible Person:

Name of person responsible for hire (must be over 21 years).....
 Address..... Post code.....
 Telephone number..... Email.....

I hereby apply for the let of the accommodation at the times specified on this form and I bind myself / and organization to comply at all terms with the conditions of let , Please see attached conditions provided . It is understood that the let may be terminated if there is a breach of these conditions or if any information on this form is incorrect.

If in agreement please sign below.

Signed..... Date.....

For Office Use Only:

Total cost of hire.....
 Full Payment and deposit Date..... Deposit only..... Date.....

Devonvale Hall Company Ltd Let conditions
Please keep for your reference

1. The company will not be liable for any damage to, loss of, property brought to, or left in the hall or for any injury to any person, arising out of the let.
2. All electrical equipment brought to the hall must have an in date "P.A.T certificate" attached.
3. The company will not permit the hall to be used for activities considered to be offensive or lewd.
4. No smoking within the hall premises, use dedicated area outside
5. Music must end 30 minutes before the end of the booked time
6. Hall must be vacated and cleaned by the end of the booked time by all guests, lessees, entertainment or the deposit will be forfeited. Please ensure you recycle as the hall will occur a fine or take your rubbish home to recycle.
7. Any damage to the hall, fittings or equipment therein found prior to the commencement of the let must be reported to the company before the commencement of the let.
8. All entertainment will insure that they have the appropriate liability insurance & and music license in place prior to the let.
9. The lessees will be responsible during the course of the let for the proper conduct of the let and shall be liable for and indemnify the company in respect of (a) any damage caused to the hall and / or the to the furnishings , fittings , equipment and other contained in , or part of , the hall arising from , or during the course of the let and the cost of repairing such damage, and (b) any damage to the property of any person or injury caused to any person arising from , or during the course of the let.
10. The noise level in the hall must be kept reasonable to the event, the company can terminate any entertainment that causes excessive noise and nuisance to our neighbours without any burden to the company.
11. The lessees will use the hall solely for the purpose(s) stated in the let and will ensure that the hall including balcony is left in a clean, neat and tidy condition. If as a consequence of the use of the hall, cleaning is required, this will be carried out by the company and the lessees will forfeit the £100 of their deposit and be billed for any further cost incurred. If the lessees leaves the hall in a clean and tidy condition the £100 of their deposit will be returned to them provided the cost of the hall is met in full.
12. The organization will name one of their number who will be "the responsible person" in the respect of the let. This person must be not less than 21 years of age. This Person must sign the application form agreeing to the terms of the let and stay on premises until all people have left at the end of the event.
13. Maximum capacity for dances and parties = 200 people .The lessees shall ensure that the number of persons admitted to the premises does not exceed the number for which the hall is licensed.
14. If permission is given by the company for a raffle /bottle stall including the sale of alcohol at any function, the lessees will obtain and have all necessary permission by the licensing authority for the raffle or bottle stall and that no breach of conditions of such permission is allowed to occur. Any alcohol won when a bar is in place will be retained by the company to be collected on departure.
15. Last orders for bar must be no later than 45 minutes before the end of the booked time.
16. Bar must close no later than 30 minutes before the end of booked time.
17. Where a drinks license has been obtained children under the age of 18 must vacate the hall 30 minutes before the end of the function.

18. When a bar is required the resident bar must be used.
19. If the company requires the lessees shall provide the necessary door keepers / stewards and attendants in connection with their occupation of the hall and arrange that efficient control is provided at all doorways leading to and from the hall and at other places within the hall. All other exits may need to be maintained during their occupation also.
20. The names and addresses of all stewards / door keepers to be submitted at the time of booking. All stewards must hold the appropriate certificates / badges.
21. For persons hiring the hall for underage discos there shall be a minimum ratio of one steward / adult to 15 participants or enough to man all exits effectively. Adult stewards must meet with the board to establish any additional criteria over and above the company's licence for any event which is contained within the company conditions of let.
22. The lessees must take full responsibility for all people coming and going from the hall during their event and ensure all children are supervised at all times in and around the hall.
23. An application for a gig / live music concert must be made 3 months before the date of the event.
24. The lessees are responsible for ensuring compliance with any emergency regulation or special or other regulations in force for the time being. The lessees will familiarise themselves with the company's fire regulations relating to the hall in order that they will be able to take the appropriate action in the event of a fire occurring during the course of the let . All exits of the hall must be kept clear of obstruction.
25. The company reserves the right and without a reason given, to cancel any let in respect of any occasion or to terminate the let. The company will refund any charges paid and not due in respect of the hall, by reason of such cancellation and termination but will not pay any other charges occurred in respect to the cancellation of the event.
26. Unless at least one month's notice of cancellation is given, the lessees shall of deemed to have forfeited the fee for hiring the hall and in addition all cancellations will be subject to a cancellation fee of £10 to cover administration costs.
27. The application form must show the exact starting time including all additional preparation.
28. Authorised members of the company shall be entitled to free access at all times to the hall.
29. No confetti or party poppers allowed in the hall (due to dance floor damage)
30. No lit candles allowed in the hall (due to fire regulations)
31. The minimum let for the hall is 3 hours due to heating and janitorial requirements.
32. Lessees are granted one hour free for decorating / setting up hall for functions any additional time will be charged at normal cost of hire.

For avoidance of doubt the following definitions shall apply to these conditions:

"The company" means Devonvale Company LTD

"The Organization " means the organization (or individual) granted the let

"let" means where a charge is made for the let of the hall

"lessees" means (a) the organization (or individual) granted the let.(b) the authorised office bearer who applied for the let. (c) the responsible person.

"The hall" means Devonvale Hall , Moss Rd , Tillicoultry , Fk13 6NS

All bound jointly and severally. This means that the authorised office bearer and the responsible person are personally bound to ensure compliance with these conditions and may be held liable for any claim arising from the let (except in the case of an individual who shall be solely responsible) .