

# SKIRLING VILLAGE HALL MANAGEMENT COMMITTEE

## Hall Booking Application Form

### Skirling Resident or Social Activity

Anyone wishing to hire the village hall on behalf of an organisation or for a private party must provide the information requested in this form. You are required to sign the form which binds you to the conditions of hire.

1. Name of person responsible for hire: ..... Contact No.: .....
2. Address (incl. postcode): .....  
.....
3. Email address: .....
4. Name of customer/organisation: .....
5. Type of function: ..... Number of attendees: .....
6. Areas required (please tick all that apply):      Main Hall       Small Hall       Kitchen

Price is per session: Morning Afternoon Evening	Skirling Resident Occasional use (small group i.e. Badminton, Table Tennis)**	No. of sessions	Skirling Social Activity	No. of sessions	Skirling Resident Private Hire/ Private Social Activity (day)	No. of sessions	Skirling Resident Private Hire/ Private Social Activity (eve)	No. of sessions	NON Resident Social Activity	No. of sessions	PRIVATE Business Private Hire/ Private Social Activity	No. of sessions	
		£			£			£			£		
Reading Room			12.00		15.00		15.00		12.00		20.00		
Kitchen + cooker			5.00		5.00		5.00		5.00		10.00		
Main Hall			15.00		30.00		40.00		18.00		40.00		
<b>Total for All</b>			<b>32.00</b>		<b>50.00</b>		<b>60.00</b>		<b>35.00</b>		<b>70.00</b>		
			<b>£1 per person per session</b>										
Deposit													
Discount													
<b>GRAND TOTAL</b>											<b>£</b>		

\*\* under 16's requires Parental supervision/responsibility and signature of the booking form.

7. Date of let: ..... Time of let: From: ..... To: .....
  8. Will there be a bar?      Yes       No
  9. Is the bar provided by the organisation or a publican? .....
- Note: Hirers must ensure that the appropriate licence is in order if a bar is being provided.**
10. Declaration: I offer to hire the hall from the management committee on the above date and time. I have read and agree to abide by the published conditions of let.

Signed: ..... Date: .....

On behalf of the management committee I confirm acceptance of the booking application as detailed above.

Signed: ..... Position ..... Date .....

Additional information: .....

.....

## **Skirling Village Hall Conditions of Hire**

Signing the hall let form binds you to a number of conditions which are necessary to ensure that your activity is carried out responsibly and that our service is provided in a safe, efficient and cost effective manner. Please read these carefully.

**HOURS OF USE:** The normal hours of use for the hall are until 10:30pm. For functions this can be extended following consultation with the Hall Management Committee. Per sessions are based on 3hrs.

**BOOKING:** An application form must be completed and the hall should be used for the purpose stated and none other. You may not sub-let the hall to a third party.

**CANCELLATION:** The management committee reserves the right to cancel a let at short notice for reasons of safety, repairs or essential maintenance.

**SUPERVISION:** As the party signing the booking form, you are responsible on behalf of your organisation for the hall and its contents during the hire, for the supervision for the building and for cooperating with safety requirements. In particular, you must follow the hall instructions relating to fire exits, location of firefighting equipment, first aid kits etc.

**LOSS, INJURY OR DAMAGE:** The hirer is responsible for any damage done to the hall or its contents or for the theft or loss of any contents. The hirer will pay for the replacement or repair of these. The management committee will not be responsible for damage to property brought into the hall by the hirer.

**INSURANCE:** The hirer is advised to take out insurance cover for the loss, theft or damage to property belonging to those using the hall during the let and to the management committee. When an event is open to the public the hirer is advised to take out public liability cover and the let is accepted on the basis that this is done.

**CLEANING:** In order to provide our service in a realistic and cost-effective manner, it is vital that hirers leave the building in a reasonable state of cleanliness. All litter should be bagged and binned in the appropriate receptacles. The kitchen, if used, and all kitchen equipment must be left clean and tidy. Failure to comply with this condition will mean that the let incurs a surcharge. The water heater and all wall heaters should be switched off individually. Toilet doors should be closed and all lights turned off.

**PREPARATION:** For all events the hirer is responsible for the setting out and putting away of any chairs, tables or other equipment.

**HOUSE RULES:** The signatory to the let must ensure that the following house rules are followed during the let. No alcohol should be consumed (unless permission has been granted), no defacing of walls, no vulgar or improper conduct or disorderly behaviour. Gambling is permitted under certain circumstances but licences may be required. No large items of equipment are to be used or installed without permission. Do not use any powders, chemicals or other materials on the hall floors without permission. Adhesive tape damages paintwork and must not be used to fix decorations.

**COPYRIGHT WORKS AND PERFORMANCE OF MUSIC:** The hirer is responsible for obtaining permission to perform any works covered by copyright.

**MAXIMUM ATTENDANCE:** The hirer must not exceed the maximum attendance figure for the hall.

**PAYMENTS:** The hirer is responsible for prompt payment of hall rent. Advance on charges may be obtained from the Secretary. The management committee reserves the right to require payment in advance or request a deposit.

**OUR BEST WISHES:** We would like to extend our best wishes and our thanks for using our hall. We welcome any suggestions or comments you may have on the facilities. We hope your let goes well and is worthwhile and look forward to welcoming you back.

Skirling Hall was built in 1903 and, as with all old buildings, there are a few things you need to know to ensure you get the best of your time here.

### Entering and leaving the hall

The first light you will find is inside the porch on your left, this allows you to enter and leave the village hall safely. In the vestibule, just to the right of the main hall doors is an electrical box containing switches for the overhead lights in the Main Hall. This box also has the switches for the vestibule light and outside light for the entrance. The lights for the toilet area, small hall (Reading Room) and kitchen are just inside the doors leading to these areas. The only switch that **must** be left on is one marked for the fire door outside light.

### Heating

If you require heating, the heating switch for the Main Hall is located half way up the hall, on the left hand side. Follow the instructions at the switch for the thermostat and heating operation. There is a fan heater in the vestibule above the door, which can be used to warm this area if required. Care must be taken to switch this off, as it cuts in and out according to its thermostat, and may appear off only to turn on again after the hall is vacated. If you switch it on, it must be switched off before leaving!

For the small hall (Reading Room) you will need to use the switch in the electrical box marked "heating" and turn on the individual switches for the two wall heaters in the room. You may also want to put the electric fire on. The kitchen and Reading Room also have heater switches beside the light switches, which operate the two infrared panel heaters above - these are operated individually and not controlled by the switch in the electrical box.

**Please remember to switch off all heating on leaving the hall, failure to do this may result in extra charges to cover the cost of electricity wasted.**

### Kitchen Facilities

The kitchen is supplied with cutlery, plates, mugs and glasses which can be used, users must supply their own tea, coffee milk etc. Please wash and dry dishes and return to the cupboards before leaving. Instructions for the cooker are in the drawers to the right of the cooker, remember to leave the cooker clean after use. The fridge is not left on, so if you wish to use it mention this when you book, and it can be switched on for you in advance. You must leave it empty, switched off and propped open.

### Cleaning materials

These are located in the large walk in cupboard at the back of the kitchen (vacuum cleaner, mop, brushes, toilet paper and hand towels).

### Departing the Hall

Please make sure all areas used are clean and tidy. Remove left over food and food waste from the hall (bins are located to the rear of the hall, plastic, paper, cans and bottles can be recycled here. Food waste should be placed in the black bin). Tidy tables and chairs away. If you have used the toys in the large hall ensure that they are replaced neatly. Switch off all heating in the Main Hall, Reading Room, Kitchen and Vestibule. Turn off all the lights, including in the toilets (remember to turn on the porch light first if it is dark...). Please make sure the doors from the vestibule to the porch and the entrance are closed.

### Equal Opportunities

Skirling Village Hall committee is opposed to discrimination in any form. Skirling Village Hall committee try to provide equal access to the hall for anyone wishing to use it. We have an access ramp at the door to allow wheelchair users to enter the premises, and a fully equipped disabled toilet. If you have difficulty using the hall, please let us know, either by leaving a note or speaking to one of the contacts on the noticeboard in the vestibule.

### Food Hygiene

Hirers are required to ensure compliance with the Food Safety Act 1990, the Food Hygiene (Scotland) Regulations 2006 and any subsequent related regulations. Hirers are expected to familiarise themselves with the facilities available and to ensure that they are adequate for the purpose intended. Hirers will be required to remove all reasonable waste from the environs of the facility and where necessary make special arrangements for its removal with a licensed contractor before the final vacation of the premises. Hall users are responsible for ensuring that they follow good food hygiene practice when preparing and serving food. Spills should be wiped up immediately and the kitchen left clean and tidy. Cleaning materials are in the large walk-in cupboard at the rear of the kitchen. Food should not be left in the kitchen, as this will encourage rodents.

### SAFETY

#### **PLEASE NOTE: SMOKING IS NOT PERMITTED ANYWHERE WITHIN THE HALL PREMISES**

The **Fire Exit** is located at the far end of the large hall.

**Fire extinguishers** are located:

- near the main entrance
- in the reading room
- in the kitchen.

There is also a fire blanket in the kitchen.

Hall users are asked to consider the risk of fire to their group members and to have familiarised themselves with the fire action plan on the notice board in the vestibule.

A **First Aid Kit** is in the kitchen cupboard, on the left, in a green box.

Due to the presence of cookers and cleaning products **children should not be in the kitchen** unless supervised by a parent/guardian.

Hall users should ensure that any equipment or materials brought into the hall are safe and suitable for their intended use, and if left in the hall are properly stored and left at the users' own risk.

Please report any problems regarding the hall to any of the named contacts on the noticeboard in the vestibule.