

# DR SPENCE MEMORIAL HALL AB41 7RS CONDITIONS OF LET SCO47845(run by volunteers)

All bookings must be made through the HALLKEEPER and accompanied by a signed booking form with deposit to secure booking.

As permitted under the Fire Regulations the hall capacity is as follows:

- (a) Close seating                    maximum 250 people
- (b) Seating at tables                166 people
- (c) Dancing                            maximum 250 people
- (d) Combination of B & C        maximum 250 people
- (e) Back Hall                         40 people

Applications for hire must be made by individuals over the age of 25. Applications for use of the Hall must be made using the appropriate form with all the necessary information supplied. The period of hire should include any times when access is required to set up and take down equipment or arrange furniture etc. The hirer will be responsible for setting up and taking down equipment. Use of hall is subject to confirmation of the hire from the Hall Keeper and adherence to all these conditions plus any additional terms that the Hall Committee may impose to take account of the special nature of certain hires.

1. The Hirer shall ensure that any electrical appliances brought to the premises must have been PAT tested. Dates of tests may be sought. Any portable electrical equipment must use RCD (residual current device).

2. The Hirer shall be responsible for obtaining any necessary licences covering the use of the Hall including a licence for the sale and consumption of alcohol. The hirer is also responsible for complying with the conditions of the Hall's Public Entertainment Licence, a copy of which is available on the notice board or from Hall Keeper. At a public event a Responsible person must be on premises at all times and / or Stewards ( 1 per 50 persons) at an evening event who will be aware of fire safety procedures. Further information can be found at Legal and Governance at [www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk)

3. In accordance with the Licensing Act 2005, **the supply of alcohol will terminate at 12.00 Midnight**  
**And entertainment must end at 12.30am.**

4. For Evening bookings the Hall is available for preparations mostly from 3.00pm of that day, unless there is an afternoon booking on the same day in which case the Hall will be available from 5.00pm.

For all day bookings the Hall is available from 11.00am. Alternative arrangements can be made with Hall Keeper when applicable.

A charge of £25 is applied for use of the kitchen, and there are sufficient supplies of crockery including adequate means of boiling water, but **tea towels are not supplied**. Any taken will be charged for.

5.All food preparation is to be carried out in the kitchen and under no circumstances must it be done in the Hall.(outside caterers must be informed of this).

6.The Hall Committee reserves the right for a member of the Committee to attend during a hire to check confirmation of the booking and compliance with the conditions of let. Hirers must ensure that the named individual on the application form or nominee notified in advance to the Hall Keeper is present throughout the hire period.

7.A deposit should be made when confirmation of the hire has been received. Wedding payments to be paid in full before event. Clean up Deposit will be payable at time of booking and returnable as appropriate after inspection undertaken by 2 hall committee members. **Balance of payments will be required within 14 days of the Hall hire /event.**

8.Bookings may be cancelled up to 14 days prior to the event and must be confirmed in **writing** without penalty. Bookings cancelled less than 14 days before the event will normally incur a charge of 50% of the hire cost .Bookings that have not been cancelled, even though the event does not take place, will normally result in the full hire cost being levied. Further bookings will not be accepted until all outstanding payments have been received.

9.The Hall Keeper will endeavour to ensure that the hall is ready for use but will not accept any responsibility for any breakdown ,leakage or damage that cannot be repaired before or during a hire.

10.Anyone hiring the hall is responsible for checking any statutory duties pertaining to the event or activity they are organizing and must comply with any such statutory duties ,for example in relation to licencing and child protection. Hirers are advised to contact the Law and Administration Service of Aberdeenshire Council if they require guidance .Hirers should be aware that there is no smoking on these premises at any time .**Hirers should also be aware that the hall must be vacated by 1.00am.**

11.The Hall Association holds public liability insurance, However those hiring the hall are advised to check whether they require their own insurance cover for events or activities taking place during their periods of hire.

12.Hirers must ensure that all doors and windows are secure before leaving the premises and all lights and heaters(including water) are off ,also back hall. The cost of making good any damage or loss that occurs as a result of hirers failing to secure the premises will normally be re charged.

13.The Hirer will be responsible for the conduct of all users during their periods of hire. This will include providing appropriate and adequate supervision. Failure to ensure proper supervision or complaints about the conduct may result in deposits not returned.

14.The number of users must not exceed any limit imposed by the Hall Committee for particular hires and must never exceed the limit set by the Fire Master.

15.Emergency Exits must be kept clear at all times and access to safety equipment such as fire extinguishers must be maintained. EAST SIDE OF HALL FIRE DOOR TO BE USED ONLY IN AN EMERGENCY.

16.Any damage to the premises or to fittings, furniture and equipment arising during a period of hire must be notified to the Hall Keeper immediately. Hirers will normally be held responsible for meeting the cost of repairing damage or replacing items that cannot be repaired.

17.The Hall Keeper will ensure that the hall is in a clean and tidy condition prior to a period of hire. Hirers should ensure that the hall is left in a tidy condition and the floor not sticky after their use. Tables to be wiped door before return to storage .Including the removal of rubbish that cannot be contained in the receptacles outside the hall. We have a public glass facility to the side of the hall, and limited recycling. Any additional cleaning which the hall keeper has to arrange as a result of the premises not being left clean and tidy will result in a £10 per hour per person for the cleaning that is required plus the cost of any materials or equipment that have to used. This will be taken from the cleaning deposit depending on the hire.

18.At the beginning of each and every session, procedure in case of fire must be communicated to everyone in the hall .This information should include locations of fire exits ,location of fire extinguishers and the need to keep the fire exits clear at all times. All visitors must observe “No Entry “ signs for their own safety.

**19.IN THE EVENT OF AN EMERGENCY, Hirers should notify the emergency services immediately and contact the Hall Keeper as soon as possible.**

**Please Note a Community Defibrillator is located in the Red phone box just down from the church.**

**20.HIRERS ARE REQUESTED TO ENSURE DURING AND AFTER EVENTS EXTERIOR NOISE LEVELS ARE KEPT TO A MINIMUM IN RESPECT OF NEARBY VILLAGE RESIDENTS.**

**THANKYOU AND ENJOY OUR HALL.**