

## Aberlady Community Association

(Scottish Charity Number SC0008764)

### Conditions for the Hire of Aberlady Village Hall

**Please note:** The hall is run by a small group of local volunteers and it may not always be possible to undertake Hall viewings at a specific time. Access will also be restricted due to other bookings. The Hall is very well used so it is important to adhere to the times of your let. Set up time should be booked to ensure the Hall is available and to avoid disappointment.

**Please refer to Hall User Instructions:** On wall in the kitchen and in front lobby.

**Access and heating:** requirements to be agreed at the time of booking.

**Payment in full is required at the time of booking.** In the event of cancellation a £30 fee will be retained, however if cancellation is under two weeks prior to event, full payment will be retained.

**Private Parties and Functions (Adult).** Due to irresponsible behaviour and damage caused previously, these bookings incur a **£100 Bond**, refundable following a satisfactory event & Hall inspection. Please provide a separate cheque for this. If there are additional costs, these will be taken off the bond. Unreasonable behaviour includes: over-running the midnight curfew, leaving the hall in a poor state, unruly behaviour, damage to the property etc.

**Keys** are kept in the key box to the left of the front door (left of downpipe). To open press Clear, enter code, press open. To close, press clear, enter code, replace keys & close door and release.

**Fire Door Exits** must be left clear at all times when the Hall is in use. [These exits are the Left-hand Gable Door in main hall; the Main Entrance Door and the Door to the Small Hall].

**Fire Instruction Leaflet** is on the wall at the right hand side of the Main Entrance.

A **No Smoking Policy** is operation in both halls, at all times.

**Use of Kitchen Facilities.** Due to Health & Safety Legislation anyone wishing to use the kitchen to heat up or cook food must have been suitably trained to do so. It is the responsibility of the hirer to ensure these regulations are adhered to. Kitchen/ cooker to be cleaned after use. Appliances to be turned off (excluding fridge/freezer).

**Clearing up.** The Hall must be swept and left in a clean and tidy state. All internal bins should be emptied and bags placed in rubbish bins located in the patio area at the back of the kitchen. All bin bags to be replaced. The key to the cleaning cupboard hangs in the kitchen to the right of cooker. Cleaning cupboard is through the fire door at north end of hall, at bottom of steps. All property must be removed. Anything left in the Hall after 24 hours will be put out. Recycling bins are located in the patio area however these cannot be used after 10.30pm as too noisy. There are bins for clear, green and brown glass and cans. Please keep the walls clean and do not use sticky tape or blue tak when decorating them.

It is a requirement that **four stewards** are identified for any event where alcohol is sold.

The Hall has a **Public Entertainment Licence until Midnight**. **Music volume should be kept to a considerate level** and finish by 11.45pm and guests leaving by midnight. The capacity is limited to a maximum of **150** people at any one time.

The Hall Committee does not accept liability for lost property and does not provide insurance cover in the event of an accident. **Any Club/Organisation using the Hall should ensure that they have adequate insurance cover. A First Aid Kit and Accident Record Book are located in the kitchen.** We recommend a risk assessment be carried out for the planned activities.

At all times when the Hall is being used for events where children and young people are present they must be supervised by an appropriate number of responsible adults [Secondary age children - 1 Adult to 20 Children; Primary age - 1 Adult to 10 children] It is a condition of booking that any non-domestic activities organised for children are supervised by adults with appropriate **Disclosure Scotland** clearance.

**Logs.** The fireplace in the main hall can be used, with due care. The Hall will endeavour to maintain a supply of logs but cannot guarantee these will be available. There is a charge of £10. Please bring your own newspaper, kindling, fire-lighters and matches. You can bring your own logs instead. The fire guard must be kept in place when the fire is lit.

### **Wooden Floor**

Water cannot be used to clean the floor. There is a mop in the kitchen to mop up bad spillages and there is a spray and dry mop brushes for further cleaning in the cleaning cupboard. The floor should always be brushed at the end of an event. When moving furniture across floor the two chair trolleys must be used to avoid damage to the floor. Please ask about restrictions on certain events in the hall to avoid damage to the wooden floor.

January 2017