

Duffus Village Hall & Playing Field Association

Scottish Charity SC014059

Conditions of Hire

1. Applications must be made on the appropriate form stating purpose and duration of hire.
2. Bookings will be taken up to one year in advance with provisional bookings kept for a maximum period of 28 days. If not confirmed within 28 days the booking will be cancelled.
3. Bookings are on a first come first served basis with the understanding that regular group hires stand down for major functions if given 14 days prior warning.
4. The Committee reserves the right to refuse any application without assigning any reason.
5. In the event of a cancellation, hirers are bound to notify the Booking Secretary or Secretary no later than 28 days prior to the hire. Failure to do so, without reasonable explanation, will result in a cancellation fee equal to the hire charge.
6. No intoxicating liquor will be sold without the appropriate licence.
7. Where the licence for sale of excisable liquor has been granted (in respect of the Main Hall hire), the liquor must be situated in the bar area.
8. Hirers using the kitchen facilities must ensure that they have been left in good, clean order to the satisfaction of a Committee member.
9. No nails or screws may be fitted to any part of the building.
10. No additional fittings or decorations will be used within the building without the prior permission of the Committee.
11. Hirers will be required to take precautions against floor damage and will be held responsible for any expense incurred in making good any such damage (**see Note 1**).
12. Hirers will be responsible for any damage to the building and its contents arising out of their occupancy (**see Note 1**).
13. Pin boards have been provided for poster information display.
14. No parts of the building can be used without the prior permission of the Committee or Booking Secretary.
15. If the use of tables and chairs has been requested, hirers are responsible for setting up, cleaning and returning them to the store.
16. Where possible, major functions will be given a 2 hour setting up allowance prior to the booking time. Earlier entry (for caterers, florists, bands etc.) will be subject to the appropriate hourly/session charge being made. It is the responsibility of the hirer to arrange their entry to the Hall.
17. The Committee allocates storage space to regular groups. Groups should stick to their allocated space and restore their belongings to that space before leaving the building, unless prior permission to leave them out has been granted by the Committee.
18. There is a **FIRST AID BOX** in the kitchen. Please use the book provided to report any usage so that the contents can be replenished.
19. Hirers/organisers of events should familiarise themselves with the **FIRE EXITS AND REGULATIONS** and understand what to do in the event of a fire, please see information on notice board in hall. **FIRE EXITS** should be kept clear at all times.

20. No candles or tea lights are to be used. (The previous hall was destroyed by fire!)
21. Any preparation of food on the premises must comply with the **Food Safety (General Food Hygiene) Regulations 1995**.
22. Appropriate insurance is the responsibility of the hirer.
23. Extra Cutlery is available on request.
24. Please do not use smoke machines in the hall as it sets off the fire alarms.
25. Please be aware of health and safety legislation contained within our risk assessments regarding working at height.
26. Please park sensibly and be aware of pedestrians in the car park.
27. Playing of loud music to be finished by 2400 hours (Midnight).
28. Hirers must ensure that third parties (eg. Caterers, DJs, bands etc.) equipment is compliant with current Health and Safety Regulations and are PAT tested.

PAYMENT FOR THE HIRE OF THE HALL, ALONG WITH THE SECURITY BOND, IS REQUIRED BEFORE KEYS CAN BE RELEASED.

Note 1

A £300 Security Bond is to be lodged with the Booking Secretary to cover breakages/damages/missing items. This will be refunded in full, once a satisfactory check has been made of the Hall.

Cleaning

Hirers are asked to leave the hall in the same state of cleanliness that they find it. A cleaning charge may be withheld from the security bond if extra cleaning is required.

Refuse

The Moray Council now charge for collecting any rubbish from professional catering companies. If you are using an outside caterer please ensure that they take away any rubbish generated.

PLEASE KEEP FOR YOUR INFORMATION.