

Kincraig Community Hall
Terms and Conditions of Hire
Last updated: 30th June 2023

These conditions apply to all bookings of Kincraig Community Hall. If the hirer is in any doubt or unsure as to the meaning of the following, the hall administrator should be immediately consulted.

1. Legislation

- (a) Kincraig Community hall holds premises Public Entertainment Licence and PRS PPL licence.
- (b) The hirer shall ensure that activities and actions do not contravene the law relating to gaming, betting and lotteries. Further licences etc. required by any legal body must be obtained in relation to your activity(s). A copy of any such licence must be presented to the Hall Administrator.
- (c) The hirer will be responsible for obtaining a relevant licence for the sale of alcohol on the premises and must act in accordance with the regulations and recommendations with pricing and sale to minors.
- (d) The Hirer shall observe all relevant Food Health and Hygiene legislation in the event of preparation, serving and selling of food. Hall Administration can advise.
- (e) The hirer shall obtain their own insurance cover if required. Insurance could be obtained on hall insurance.

2. Fire safety

In accepting these conditions the hirer has accepted they have received instruction on actions required in the event of fire; this includes evacuation of the building and raising of the alarm. Fire escapes must be kept clear and not wedged open. Any concerns must be highlighted to Hall Administration or a member of the board.

3. Use of Community Hall's assets

Equipment, such as the PA system, must be operated by an appropriately trained person(s). **All items such as chairs and tables must be returned to the appropriate storage facility in good clean working order.** Please report any breakages or damages to the Hall Administrator in the interests of health and safety of future users of the hall. A charge may be made should inappropriate use have taken place.

4. Hirer's use of personal equipment and assets

The hirer will ensure that any equipment, namely electrical appliances including heaters, are tested in accordance with current regulations. It must be in a safe and working order. Proof may be requested.

5. No Smoking or Vaping Policy

Kincraig Community Hall operates a NO Smoking/Vaping Policy. Smoking is not allowed anywhere within the building.

6. Hire Duration

All activities, removal of equipment and tidying up must take place within the booking period.

7. End of Hire

The hall and surrounding area must be left in a clean and tidy condition. All rubbish must be removed and placed in the bins to the right of the hall entrance (in fenced area outside) or recycled in the recycling bins in the hall car park. **Please make every effort to recycle and use glass facilities**

The cleaning cupboard can be found in the disabled toilet and brushes can be found in the General purpose room cupboard.

All hall equipment and furniture must be returned to the appropriate storage facility. All personal equipment must be removed on the day of hire unless you have a prior agreement with the Hall Administrator. Additional charges may be made if the hall is not left in a suitable manner. The key must be returned or placed in the key box whichever has been formally agreed. Please make appropriate use of the alarm, unless you have been notified of a booking after yours.

7.1 Recycling

Due to reduced collection periods please ensure recycling is maximised. Every effort to recycle must be made, failure to do so may result in an additional charge. No glass in blue bins. Glass bins are at the end of the car park area.

8. Accident/Incident reporting and First Aid

All accidents of a minor nature must be reported using the accident reporting forms located in the kitchen. More serious accidents that fall into the RIDDOR category must be reported accordingly by contacting the Highland Council within 10 days of the accident/incident.

The hirer must make their own First Aid arrangements should this be required. A first aid box is supplied in the kitchen.

9. Alterations

No alterations or additions may be made to the premises to the fixtures and fittings, nor shall anything be removed from the hall unless prior written agreement/consent has been sought. This includes the use of nails, staples, tape and screws. Any damage will be charged to hirer.

10. Noise

The hirer will ensure that noise will be kept to a minimum, particularly early morning and late evening. Doors should be kept closed during the event so that noise does not affect residents in nearby housing.

11. Overnight stays

If your event includes overnight hire of the hall, any sleeping must be in the main hall, GP area and Wainford room. Fire exits must remain unobstructed.

12. Cancellation

We have a 48-hour cancellation policy for short bookings and a minimum of 7 days for larger bookings to avoid being charged. The Community hall Management reserve the right to cancel the hire by written notice in the event of:

- (a) The premises being required for use as a polling station or election purposes
- (b) The committee consider that continuing with the booking is a breach of legislative conditions or unsuitable activities will take place
- (c) The premises become unfit for purpose.

Chair: Mark Lynch
Treasurer: Keith Ringland