



## BOOKING FORM AND CONDITIONS OF HIRE FOR CAPUTH VILLAGE HALL

Date & Time of Event	
Name of Hirer / Group	
Invoicing Address	
Contact Number	
Email Address	

Event Booking		Non Caputh Resident*	Caputh Resident	Hire Cost
Event Type	Times allowed for set up and tidy up			
Adult / Family Party / Concert / Performance	Access all day on day of event, and until midday following day	£150	£110	
Fair / Sale / Exhibition	Access evening before and on the day until 7pm	£120	£90	£
Children's Party	Access on the day until 7pm	£80	£65	£
Wedding	Access all day on day before, on the day and following day	£400	£350	£
Community Event*				£

Hourly Rate Booking	Number of Hours	Non Caputh Resident*	Caputh Resident	Hire Cost
Main Hall	6	£18	£12	£
Meeting Room only		£12	£10	£

<b>ELECTRICITY &amp; CLEANING DEPOSIT</b>	<b>£</b>
<b>TOTAL PAYMENT DUE</b>	

*\*Discounts available for regular users of the hall and for community activities, please contact us to discuss.*

**PLEASE NOTE: All prices are exclusive of electricity and cleaning. Due to current energy prices; the committee have taken the difficult decision to recharge energy costs to prevent the charity from being out of pocket from hiring out the hall. An electricity and cleaning deposit is payable 4 weeks prior to the event, these will be refunded if the hall is left as you found it minus electricity usage.**

I confirm I have read, understood and agree to comply with the Conditions of Hall Hire detailed overleaf.

SIGNATURE N  
DATE

Please return this form by e-mail to [caputhhall@gmail.com](mailto:caputhhall@gmail.com) or post it with payment to:

Caputh Hall Committee  
c/o Brian troddyn

Caputh  
Perth  
PH1 4JJ

Payments preferred by bank transfer to

Bank: Bank of Scotland  
Account: 00238202  
Sort Code: 80-91-28  
Name: Caputh Hall Committee

Otherwise, cheques should be made out to Caputh Hall Committee.

Please include your invoice number and let us know if you have made your payment by bank transfer.

#### **CONDITIONS OF HALL HIRE**

1. The Hirer will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight, and for the behaviour of all persons using the premises whatever their capacity. Any accident occurring in the hall must be recorded in the Accident Book, which is held in the kitchen. If the Committee has reasonable grounds for believing that any of the conditions of hire may not be met by a hirer, it reserves the right to cancel the booking and advise the hirer accordingly.
2. A charge may be made by the Committee for the cost of replacement or repair of any loss or damage to any part of the Hall or its contents as a result of the hiring. A charge may also be made for any exceptional cleaning costs required following the hire at £15.00 per hour.
3. The Hirer shall be responsible for
  - a. obtaining any licenses that may be required (i) for the consumption of alcohol, (ii) from the Performing Rights Society, and
  - b. the observance of all other regulations pertaining to the premises stipulated by the Fire Authority, Perth and Kinross Council and the Hall Committee. Please note this includes offering a free glass of wine as part of a ticket sale (or selling alcohol in any capacity) as this is included by law as deemed to be selling alcohol and a license would be required. This includes presenting the Hall Committee with evidence that adequate insurance arrangements are in place. Please note that the Hall Committee is not responsible for any property belonging to groups or the Hirer.
4. If the Hirer wishes to cancel any booking, at least four weeks advance notice must be given to the Committee. If such notice is not received the normal fee will be charged.
5. At the end of the hire, the Hirer is responsible for leaving the premises and surrounding area in a clean and tidy condition, and for replacing any items temporarily removed from their usual positions. No over spill from any of the storage rooms that have been allocated to different groups for their particular use, can be allowed. The Hirer must ensure that the lights and heating are turned off and the doors locked.
6. All youth organisations must be supervised by at least one adult at all times. Other organisations may be using the Hall. If so, please be considerate and keep noise down.
7. The Sound system is to be used for entertainment only and kept at a reasonable volume. All music must stop no later than 12.00 midnight.
8. Any changes required to the heating must be dealt with by the Committee only and not made by any person using the Hall.
9. Any complaints regarding the Hall or bookings must be put in writing to the Chairperson.
10. Any Hall hire finishing after 12.00 midnight must be brought to the attention of the Committee at the time of booking, as an additional charge may be made.

11. Food Hygiene Guidelines are on display in the kitchen for the benefit of all users. Please read these and adhere to them. The Hall Committee accepts no responsibility for any food consumed on the premises.
12. If you wish to use a bouncy castle the hirer should ensure adequate insurances are in place by those providing the bouncy castle.