



Hire of Gartmore Village Hall Terms & Conditions

Hiring of the Gartmore Village Hall (the “Hall”) is subject to our terms and conditions. Booking of the Hall is taken as confirmation of these terms. Please also note the COVID19 specific rules below. Please read these carefully and ensure that you and your users adhere to them - this is your responsibility. In particular, note that you are required to complete a risk assessment and forward this to us in advance of your booking - we are happy to provide any assistance required.

General Conditions

- For the purpose of these conditions, the term GCT shall mean the Gartmore Community Trust.
- For the purpose of these conditions, the term HIRER shall mean the individual or organisation booking the Hall as recorded on the booking form.
- The HIRER shall ensure that the minimum of noise is made on arrival and departure. Hires will terminate at midnight (12pm) unless dispensation is given in writing in advance.
- The HIRER shall ensure that no animals, except guide dogs, are brought into the Hall, without prior agreement in writing.
- If a representative of the GCT is called out to the Hall during a hiring to remedy a situation caused by improper use of the Hall then an additional charge may be levied.
- No booking requests can be accepted from children under the age of 16.
- Booking requests are provisional until confirmed.
- The HIRER will have access to those parts of the Hall specified in the booking confirmation.
- All bookings must include sufficient set up and cleaning up time and will be charged accordingly. For large evening events this may require booking for a few hours before the event and the following morning. This will be shown on the on-line booking calendar.
- HIRERS will be invoiced monthly according to the current published Scale of Charges. Events may be charged in advance and a deposit may be required that will be returned after the hire when the Hall is left clean and undamaged.

Cancellation Policy

- Bookings can normally be changed without charge unless advance payment has been made in which case the advance payment will be forfeited/non-returnable
- Cancellation of weddings or conference bookings will be subject to the following cancellation charges in addition to forfeiture of any advance payment - cancellation more than 3 months before the booked date = 10% of the unpaid balance, between 3 months and 1 month = 25% of the unpaid balance, less than 1 month = 90% of the unpaid balance

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HIRER'S Responsibilities

- The HIRER will, during the period of hiring, be responsible for supervision of the premises, the fabric and the contents (to the extent impacted by the hirer's activity), their care, safety from damage and the behaviour of all persons using the premises, whatever their capacity. Children are not permitted in the kitchen unless by prior agreement in writing.
- The HIRER shall not use the premises for any purpose other than that described in the Booking Request and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything to bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic beverages thereon without written permission.
- No alcoholic drinks must be taken into the premises and no application for an occasional licence to sell or dispense alcoholic drinks may be made without consent from GCT.
- The HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or the supply of alcoholic beverages or for the performance of entertainment and/or other such activities for which authorisation is required. If activities involve the supervision of children or other vulnerable persons, it is the responsibility of the HIRER to ensure that all requirements of Disclosure Scotland PVG Scheme are complied with.
- The HIRER shall ensure that sub-contracted activities such as mobile discotheques, catering etc are fully insured against public liability for their operation. GCT has insured the Hall for Public Liability risks falling within their responsibility.
- The HIRER shall ensure that nothing is done on, or in relation to, the premises in contravention of the law relating to gaming, betting and lotteries.
- The HIRER shall ensure that all children on the premises are under adult supervision at all times.
- At the end of the hiring, the HIRER shall be responsible for leaving the premises and the surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents which have been temporarily removed from their usual positions properly replaced, otherwise GCT shall be at liberty to make an extra charge. If the HIRER has left any equipment or items in the hall after the end of their hire period, GCT reserves the right to levy an additional storage charge.
- Under no circumstances should the summer ice table be moved. The table has been carefully levelled and any attempt to move it may not only affect this but also damage the table. This is the long covered table at the rear of the building.

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- The Hall will be provided to the HIRER in a clean and functional condition. It is the responsibility of the HIRER to return the premises to an equivalent condition at the end of the hire, including sweeping/mopping the floors and cleaning the kitchen. It is the responsibility of the HIRER to ensure that any rubbish accumulated during the hire is removed from the Hall and placed in the receptacles provided or taken away after the event. The Hall does not have the capacity to collect and remove rubbish. GCT will impose a charge to cover the cost of any additional work that may result from failure to observe this condition.
- After the event, the HIRER must return promptly any keys provided for access to the Hall.
- The HIRER shall, if preparing, serving or selling food, observe all the relevant food health and hygiene legislation and regulations including those detailed on any notice in the kitchen or other part of the Hall.
- The HIRER shall ensure that any electrical appliances brought to the premises and used there, shall be safe, in good working order, used in a safe manner and have a current Portable Appliance Test (PAT) sticker.
- When applicable and to comply with the Public Entertainments Licence, the HIRER should have sufficient competent attendants on duty on the premises to assist people entering and leaving and generally supervising the event. In addition to the HIRER, the number of attendants must not be less than two for up to 100 persons and three for up to 220, being the maximum capacity of the Hall. Additional attendants are required if those participating are mostly teenagers and young people.
- In addition to the HIRER, it is essential that all attendants should acquaint themselves with the location and use of fire equipment, the escape routes and the need to keep them clear and the necessity to close all fire doors. (see section below on Fire Regulations)
- A generic risk assessment is posted in the Hall and given to HIRERS when they accept the Conditions of Hire. The HIRER shall be responsible for the preparation and submission in advance to the Hall Coordinator of a supplementary Risk Assessment to cover any additional risks posed by the activities of the HIRER. Where specific events pose additional risks GCT will review and agree the supplementary Risk Assessment with the HIRER before the event.
- The HIRER shall make every effort to ensure that all accessing the Hall are made aware that parking is restricted in Gartmore, and advise any drivers to adhere to parking legislation, and to park with consideration of local residents and other visitors. We advise use of public transport/car shares.

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Liability of HIRER

The HIRER, or as appropriate the corporate body for whom the HIRER acts as agent, will be liable for:

- the cost of repair of any damage (including accidental or malicious damage) done to any part of the Hall including the curtilage grounds thereof or the contents of the Hall, as a result of the use of the Hall by the HIRER
- all claims, losses, damages and costs made against or incurred by GCT, its trustees, employees, volunteers, or agents in respect of damage to or loss of property or injury to persons arising as a result of the use of the Hall (including the storage of equipment) by the HIRER
- all claims, losses, damages and costs made against or incurred by GCT, its trustees, employees, volunteers or agents as a result of any nuisance caused to a third party as a result of the use of the Hall by the HIRER

Indemnity and Insurance

- The HIRER, or as appropriate the corporate body for whom the HIRER acts as agent, will indemnify and keep indemnified GCT, each of its trustees, its employees, volunteers and agents against all such liabilities as mentioned under the “Liability of HIRER” section above.
- GCT may insure these liabilities and if the liability of the HIRER is greater than £250 and is covered by GCT’s insurance, GCT may claim on its insurance for any such liability of the HIRER, but the HIRER shall indemnify and keep indemnified GCT, each trustee, its employees, volunteers and agents against :
 - any insurance excess incurred and
 - the difference between the amount of the HIRER’s liability and the monies received under the insurance policy.
- For the avoidance of doubt, if the HIRER’s liability is not insured by GCT or is less than £250 then GCT is under no obligation to claim on its insurance.

Fire Regulations

- In case of fire or suspected fire, first evacuate the building.
- Users must read all Fire notices and know locations of fire doors, exit routes, fire extinguishers, fire alarm call points
- Except when in use (especially when the building is empty), all fire doors (all clearly marked KEEP SHUT, must be kept closed
- All exit routes (mostly the corridors) must always be kept clear of obstructions, trip hazards and slip hazards. Remember all escape routes must also be accessible to wheelchairs. Cables should normally not be laid on the floor but if there is no alternative, they must be properly covered with cable covers and must never cross escape routes (particularly they must not be laid across fire escape doorways).

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- When a function takes place in the main hall, the arrangement of chairs, tables etc. must always provide clear escape routes. The layout of auditorium style seating in the main hall (200 maximum), or tables and chairs, must always leave a clear 2m wide aisle across the hall directly between the two fire escape doors. Clear escape routes must also be left running from front to rear of the hall. For example, a central 1.5m wide aisle and two 1.0m wide side aisles from front to rear. Alternatively, two 1.5m wide aisles with 4 chairs between the sidewalls and each aisle and the remaining chairs between the two aisles.
- No combustible waste material must be left outside against the walls of the Hall.

In the Event of an Emergency

- In the event of an emergency please telephone any member of GCT (displayed on hall notice board.)
- The HIRER shall note the location of fire-fighting equipment and comply with all fire precautions and evacuation procedures as per the "In Event of Fire" notices posted in the Hall. Smoking is not allowed anywhere on the premises and the HIRER shall ensure compliance with this rule.

COVID19 Conditions

- You, the hirer, are responsible for the completion of your own risk assessment relating to your hire. A completed risk assessment must be provided to GCT at least 72 hours prior to your first hire and updated, as appropriate, for any subsequent hires. You undertake to ensure all attendees comply with the actions identified in your risk assessment
- You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
- You are responsible for ensuring that you and those attending your activity follow guidance provided by government, local authority, venue risk assessment and any appropriate sports' governing body, relating to your specific use of the venue, including social distancing guidelines and restrictions on activities.
- You are asked to keep a record of the name and contact telephone number and email of all those who attend your activity/event for a period of 21 days after the activity/event and provide the record for NHS Scotland Test and Protect if required. Please make people aware why you are taking their details and ensure you destroy the record after 21 days.
- You will be responsible for cleaning all regularly used surfaces (eg door handles, light switches, window catches, equipment, toilet handles and seats, wash basins) and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive. Use the products supplied, which will be in a clearly accessible location. You will be required to clean again any surfaces or equipment your group may have touched on leaving.

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- You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had Covid-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the NHS Scotland Test and Protect system to alert others with whom they have been in contact. You will ensure that GVVH (gartmorevillagehall@gmail.com) is notified immediately if any attendees are diagnosed with Covid-19 or subject to Track & Trace restrictions.
- You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided before you leave the hall. These bags must then be taken home with you for disposal at home.
- In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall they should leave as soon as possible. If they cannot do so immediately you should remove them to the Small Meeting Room (SMR), which is the designated safe area, from where NHS24 (dial 111) should be contacted, their symptoms reported and a test arranged if necessary. They should leave the building through the SMR's patio door. Ask others in your group to leave the premises, observing the usual hand sanitising and physical distancing precautions, and advise them to launder their clothes when they arrive home.
- We will have the right to close the hall if there are safety concerns relating to Covid-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.
- Where attendees use their own equipment you will ask those attending to bring their own equipment and not share it with other members. You will ensure that any equipment you provide is cleaned before use and after use.