

FOWLIS EASTER HALL

Conditions of Let – 1 November 2016 to 1 September 2017

1 Subject to the approval of Fowlis Easter Hall Committee, the hall is available for use by:

- a. Local user groups for either fund-raising or non-fund-raising activities.
- b. Local residents for private functions e.g. wedding receptions, children's parties, family parties.
- c. Other interested parties at the discretion of the hall committee.

2. The following conditions shall apply:

a. A Responsible Person

The licence holder (Fowlis Easter Hall Committee), or **some responsible person** (not under 21 years of age) who hires the hall shall be present and in charge during the whole period of time the public are in the hall. He/she is responsible for compliance with our Public Entertainment Licence, health and safety and the general behaviour of the public. He/she will be responsible to ensure that all members of the public have vacated the hall, before locking up. Also check that heating thermostats have not been tampered with, and all lighting is switched off. He/she will also be responsible for the general behaviour of the public. It is recommended that a mobile phone is available in case of a requirement to call emergency services.

b. Health and Safety Compliance

Risk Assessment

The licence holder (Fowlis Easter Hall Committee) or ~~some~~ the responsible person (not under 21 years of age) who hires the hall shall ensure that a risk assessment is carried out, in compliance with our Public Entertainment Licence, to identify what risks are present in a situation or situations and identify ways of removing or reducing those risks in order to comply with regulations and protect the health and safety of those members of the public or staff. Assistance will be available to complete this form from committee members.

Dangers of Fowlis Burn

Fowlis Easter Hall Committee wishes to **raise awareness of the dangers of Fowlis Burn** (a natural hazard) which runs through the hall ground, and informs parents or persons looking after young children to ensure that the children are adequately supervised at all times. All persons using the Hall should be made aware of the dangers of the burn.

Food

Fowlis Easter Hall Committee accepts **no responsibility** for food made and served / food brought to the hall and consumed in the hall.

Food Hygiene Guidelines are displayed, in the kitchen, for the benefit of all hall users. Please read these and adhere to them.

c. Fire Evacuation

Changes under **The Fire Safety (Scotland) Act 2005** require regular hall user groups to practise fire drill every 6 months, the person in charge (usually the hirer) being responsible for this. In the event of fire, the person in charge will be responsible for checking the hall building, that all persons have evacuated the hall, unless his or her life would be put in danger by doing so. Please ensure **all fire exits and access for emergency vehicles are kept clear at all times.**

The Fire Safety precautions and emergency procedures file is located on the shelves in the meeting room.

Occasional users should familiarise themselves with how to raise the alarm and the locations of the fire exits in the event of fire or ask for a demonstration at the time of hire.

d. Time of Let

Time of entry and departure to be agreed at time of booking and **this should be included in the letting form to the booking secretary** (any additional time will incur additional costs).

Mr Ian Jackson, 12 Benvie Road, Fowlis, Dundee. DD2 5SA

E-Mail bookingfowlishall@gmail.com Mobile 07974448007 Telephone 01382 581968

e. Cleaning

Hall users are expected to do their own housekeeping, leaving the hall in readiness for next user or elect to bear the cost of a cleaning contractor as housekeeping is not included in the hall rent.

Should the hall not be left in a satisfactory condition acceptable for the next let a fee will be charged.
Housekeeping arrangements and returning of the keys must be agreed with booking secretary.

f. Public Nuisance

- **Noise levels** must be kept to a minimum at all times and especially when leaving the building after 10pm to avoid creating a nuisance to local residents and no outdoor activities including the playing of music, use of PA systems and the erection of temporary structures will be allowed without prior permission from the hall committee.
- **Car parking:** The car park accommodates 30 cars and the public car park 100 metres down the road can be used for overspill. Please keep roadside parking to a minimum to avoid nuisance to local residents.
- **Disco/Bands** please note that noise travels and may upset residents of the village and request that sound levels **indoors** be limited to 110 dB (within 5 metres) and be finished by midnight.
- **The double fire doors** from the main hall are for emergency exit only and should not be opened otherwise e.g. to give extra ventilation to the main hall.
- **Smokers** must use the outside area at the back of the hall accessed using the fire exit at the rear of the meeting room. Please use the sand buckets provided to extinguish cigarettes and naked lights and be aware of fire risk to crops in the adjacent fields.

g. Damage

The individual or user group using the hall will be held responsible for any damage to the hall, its furnishings, fittings, accessories or the surrounds. Any damage must be reported and made good at the expense of the individual or user group and will be made good to the full satisfaction of Fowlis Easter Hall Committee. Broken crockery must be paid for (price list in kitchen). Alcohol may be sold in the hall by prior agreement with Fowlis Easter Hall Committee. A special licence is required and is usually obtained by the licensee providing the bar. Fowlis Easter Hall Committee accepts **no responsibility** for the loss or damage to any property brought to the hall or its surrounds.

h. Health & Social Care

A no smoking policy applies throughout the hall buildings to comply with the **Health and Social Care (Scotland) Act 2005**.

The Hall Committee has adopted **Child Protection Policy Guidelines**. User groups involving children are requested to read and adhere to these guidelines. (These can be found in the top drawer of the filing cabinet).

The Hall Committee has adopted a specific Policy for Letting for groups or individuals who fall into child care positions. Such hall users are requested to complete both the conditions of let form and the 'child care position' form. (See appendix 2 page 7 in the Child Protection Guidelines Policy.)

Certain items of equipment are not covered by the hall's insurance e.g. a bouncy castle. Please check with booking secretary.

I) **Tiered seating**, if required, must be erected by hall committee members/experienced assemblers. A charge of £20 (for assemblers) may be made to local groups, £30 to other hirers for assembling and dismantling.

j) **Capacity** please note that the recommended numbers for the hall is **100. Numbers in excess of this have to be agreed with Booking Secretary.**

k) **Faulty or damaged equipment found by hall users should be reported to the Booking Secretary for action by committee members.**

Hall Letting Rates from 1 November 2016 - 1 September 2017

A Regular hall user groups (and other community groups)

Ordinary meetings	£11.50 per hour
Parties or fund raising events	£14.00 per hour

B Private Parties and occasional hire. (1 to 8 Hours)

Family parties including post- wedding parties, and charity events/fundraisers etc.	£45.00 for first 2 hours then £14.50 per hour thereafter
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C Long lets (8 hours or more)

Post -wedding parties, charity events/fundraisers and elections (including “dead” time within lets)	£14.50 per hour throughout
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Fowlis Easter Hall Letting Form

Please return this form to booking secretary; to confirm booking otherwise, it will be assumed that the let is not required. Thank you.

- a) I have read and accept the conditions of let for Fowlis Easter Hall and
- b) I will be the responsible person during the let/s.

Signature Date

User Group's name (if applicable)			
Hirer's name			
Address		Post Code	
Telephone number			
E-Mail Address			
<u>Purpose of Let</u>			
Regular User Group Hire:			
Dates required	from	to	
Hours required	from	am/pm	to am/pm
Private Hire/occasional Hire:			
Date required		Long let	yes/no
Hours required	from	am/pm	to am/pm
Kitchen required for preparation and cooking prior to commencement of event.	from	am/pm	to am/pm
	yes/no		

Hall Letting Rates from 1 September 2014 – 31 August 2015

(Make cheques payable to Fowlis Easter Hall Committee)

- A Regular hall user groups (and other community groups)**
 - ordinary meetings £11.50 per hour
 - parties or fund raising events £14.00 per hour
- B Private parties and occasional hire.**
 - Family parties (including post- wedding parties), £45 for first 2 hours
 - and charity events/fundraisers, etc. then £14.50 per hour thereafter
- C Long lets (8 hours or more)**
 - Post -wedding parties, charity events/fundraisers

and elections (including “dead” time within lets)
Reviewed by full committee on 19/10/17

£14.50 per hour throughout