

To be retained for your information
In compliance with Fire Safety and Health and Safety regulations please note:

- There are 2 fire exits (1) the main entrance and (2) at the South West corner by the stage. There are also exit doors from the kitchen and in the South East corner. In extreme emergencies exit through windows in meeting room and kitchen is possible.
- Fire extinguishers and call points for the alarm are at each of the fire exits and in the kitchen there is also a fire extinguisher and fire blanket. Guidance on use of the fire extinguishers is on each extinguisher.
- Combustible material must not be put near heaters.
- Live flames including candles and tea lights are not allowed anywhere in the hall.
- Extension leads must be used with care and disconnected before leaving the hall.
- Any spillage must be cleaned up to avoid people slipping.

• Please supply your own dishtowels.

- Parking – For large events overspill parking is available in the car park below church and parking marshals should be provided by the hirer with marshals wearing high visibility vests.
- Wifi - Please read terms & conditions which are displayed on the internal notice board.
- Please note- Outside main door on external wall beside notice board there is a defibrillator, should an emergency arise requiring its use.
- Please ensure all rubbish is binned in external bins & if these become full any surplus rubbish must be taken away. No rubbish left beside bins.

• Please ensure all heaters and lights are off before vacating premises

Please note. Parents are responsible for children in the hall and must not let them run around outside

(Scottish Charity Number: SCO12129)

Booking Terms and Conditions

These Terms & Conditions ("Ts & Cs") constitute an agreement between the individual or organisation booking the Hall (the "Hirer") and Blair Drummond Community Hall Association ("BDCHA") which administers and manages the operation of Blair Drummond Community Hall (the "Hall").

Booking of the Hall or any part therein confirms the Hirer's agreement to and acceptance of these Ts & Cs.

Hirer's Responsibilities

- 1. The Hirer shall ensure that the minimum of noise is made on arrival and departure from the Hall. Hires will terminate no later than 00.30 and the hall and carpark must be vacated by 01.00.**
2. The Hirer shall ensure that no animals, except guide dogs, are brought into the Hall without prior notice.
3. The Hirer will have access to those parts of the Hall specified in the booking confirmation.
4. All bookings must include sufficient set up and cleaning up time and will be charged accordingly as advised at the time of booking.
5. The Hirer must be 21 or older. Proof of age may be requested.
6. Bookings 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.
7. BDCHA reserves the right to refuse a booking request without giving any reason.
8. For booking charges please contact Booking Secretary on bdhallinfo@gmail.com
9. 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.
10. The Hirer shall not use the premises for any purpose other than that described in the Booking Request. No sub hiring is allowed. All hires must be for lawful purposes only.
11. If you are selling alcohol you must notify at booking. Please note it is the Hirer's responsibility to obtain the necessary licencing.
12. The Hirer shall ensure that sub-contracted activities such as mobile discotheques, catering, etc. are fully insured against public liability for their operation.
13. The Hirer shall ensure that all children on the premises are under adult supervision at all times. Children are not permitted in the kitchen & office.
14. 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 all heating and lighting switched off. Any contents which have been temporarily removed from their usual positions be properly replaced.
15. The Hall will be provided to the Hirer in a clean and functional condition. The Hirer shall return the premises to an equivalent condition at the end of the hire, including sweeping the floors and cleaning the kitchen and toilets, and ensure that any rubbish accumulated during the

hire is removed from the Hall. Only glass and cardboard recycling bins are located in the carpark. **All other rubbish to be taken away by the Hirer.**

16. The Hirer shall ensure that any electrical appliances brought to and used at the Hall shall be safe, in good working order, used in a safe manner and have a current Portable Appliance Test (PAT) sticker.

Cancellation Policy

17. BDCHA reserves the right to cancel a booking if deemed necessary for any reason. The Hirer will be offered an alternative time and/or date for the booking. Should that prove not to be feasible, a full refund of all monies paid for the cancelled booking will be given.

18. Bookings may be changed without charge provided this is done more than 2 weeks prior to the hire. If the Hirer cancels a booking under 2 weeks from the date then in this case the advance payment will be forfeited/non-returnable. Over 2 weeks' notice will incur a £30 cancellation fee. If a hirer fails to cancel a booking then a charge of £15 will be made to cover the cost of any heating used to pre heat the hall.

19. 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.

Liability of Hirer & Indemnities

The Hirer will be liable for:

20. The cost of repair of any damage (including accidental or malicious damage) done to any part or contents of the Hall, including its grounds, as a result of the use of the Hall by the Hirer.

21. All claims, losses, damages and costs made against or incurred by BDCHA, 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.

22. All claims, losses, damages and costs made against or incurred by BDCHA, 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.

Insurance.

23. BDCHA accepts no responsibility or liability for loss or damage to any stored equipment or other property brought on to or left at the Hall. Extension of the Hall's own public liability insurance is not offered to a hirer to cover their specific event or group activity.

24. The Hirer is asked to organise their own insurance. A risk assessment should be carried out for planned activities/events/function. Individuals may find that their home contents insurance includes public liability cover and therefore they should speak with their contents insurer to establish if they are already insured.

25. All equipment and other property must be removed at the end of each hiring, unless by prior agreement with BDCHA. BDCHA reserve the right to make additional charges for any left property to be removed. No responsibility will rest with the hall, BDCHA or hall volunteers should any damage and/or loss occur.

Emergencies, Health & Safety & Fire Regulations

26. In the event of an emergency please inform your Hall contact

27. There is a no smoking policy throughout the Hall.

28. In case of fire or suspected fire, first evacuate the building.

29. The Hirer shall note the location of fire-fighting equipment

30. Users must read all Fire notices and know locations of fire doors, exit routes and fire extinguishers.

31. Except when in use (especially when the building is empty), all fire doors must be kept closed.

32. All exit routes must always be kept clear of obstructions, trip hazards and slip hazards.