

Corrie & Sannox Village Hall Hire conditions for Clubs & Occasional Users

For the purpose of this document North Ayrshire Council will be abbreviated to NAC & Corrie & Sannox Village Committee will be abbreviated to CSV

1. **Supervision** THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however slight; or change of any sort and the behaviour of all persons using the premises whatever their capacity: including proper supervision of car parking arrangements so as to avoid an obstruction to the house behind.

2. **Use of Premises** THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement 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 or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof

3. **Permitted Hours** THE HIRER shall not exceed the following permitted hours as imposed by the NAC. NO entertainment shall commence before 8.00am. All entertainments shall cease at 1.00am with the exception of Christmas Eve and New Year's Eve each year when the permitted hours are 8.00am to 2.00am

4. **Admission Control** THE HIRER shall ensure that the maximum number of persons admitted to the premises, as specified by the NAC Entertainment Licence, is not exceeded.

a. When used for dancing –208

b. When used for closely seated audiences –176

5. **Keys** THE HIRER shall be responsible for making convenient arrangements with the Key holder for that week see www.arranart.com for Corrie hall diary for obtaining the keys of the hall and for any other matters such as deliveries and collections by caterers and any bar services. Keys must be returned to the key holder immediately after the end of the hire period

6. **Permanent Key Holders** shall be responsible for immediately reporting lost or stolen keys to the Secretary and may be charged for replacement keys and/or in the case of stolen keys, replacement locks. Keys must not be copied or lent to others without the express permission of CSV

7. **Alcohol** THE HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or supply of beer, spirits, wine or other intoxicating liquor.

8. **Gaming, Betting and Lotteries** THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the laws relating to gaming, betting and lotteries

9. **Public Safety Compliance** THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority & NAC. The Village Hall is in possession of a Performing Rights Society licence and a NAC Entertainments Licence. THE HIRER shall ensure that all Fire Exits are not obstructed and kept clear at all times, temporary barriers of any kind are not permitted. At all times when the building is open, there shall be in attendance at least one responsible adult person for every twenty members of the public present. These attendants shall be aware of the routine to be followed in case of fire, including operation of the fire fighting equipment provided and the evacuation of the public in an emergency.

10. **Flammable Substances** THE HIRER shall not bring into, or use in any portion of the premises, explosives, flammable liquids, flammable gases or other highly flammable articles.

11. **Smoking NO smoking is permissible in any portion of the premises.** THE HIRER shall be responsible for ensuring that this condition is strictly adhered to.

12. **Health and Hygiene** THE HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. 13.

13. **Electrical Appliance Safety** THE HIRER shall ensure that any electrical appliances brought by him to the premises and used there, shall be safe and in good working order, and used in a safe manner.

14. **Indemnity** THE HIRER shall indemnify CSVCSVC for the cost of repair of any damage done to any part of the property, including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring. THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the Village Hall and/or the field and car park. (The Village Hall is insured against any claims arising out of its own negligence).

15. **Reporting of Injuries**, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) THE HIRER must report all accidents involving injury to the public to CSVC as soon as possible. Any failure of equipment either that belonging to the hall or brought in by the hirer must also be reported as soon as possible. Certain types of accident or injury must be reported to the ICC (Incident Contact Centre) Tel. 0845 300 99 23.

16. **Animals** THE HIRER shall ensure that no animals (including birds) except guide dogs are brought into the hall, other than for a special event agreed to by CSVC. NO animals whatsoever are to enter the kitchen at any time.

17. **Cancellation** IF THE HIRER wishes to cancel the booking before the date of the event and the CSVC is unable to secure a replacement booking, the question of payment of the repayment of the fee shall be at the discretion of CSVC.

18. **CSVC reserves the right to cancel this hiring** in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any deposit already paid

19. **Unfit for Use**. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired CSVC shall not be liable to the HIRER for any resulting loss or damage whatsoever.

20. **Refusal of Booking** CSVC reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing to the hirer. THE HIRER shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the HIRER to the CSVC. CSVC shall not be liable to make any further payment to the hirer.

21. **End of Hire** THE HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced. The HIRER must ensure that lights, heaters and all electrical appliances are switched off and must remove all rubbish, bottles and the like resulting from the hiring. **Failure to do so may result in CSVC imposing an additional charge.** Unsold items from sales are not to be stored in the hall without prior permission from CSVC.

22. **Noise** THE HIRER shall ensure that music and entertainment provided at the premises shall not cause a nuisance to nearby residents, any form of amplification

shall be so controlled by the HIRER as to prevent such a nuisance, and that the minimum of noise is made on arrival and departure.

23. Local clubs and societies who use the hall on a regular basis should ensure the hall is left clean and tidy ready for the next occupants. IF the hall was not in a clean and tidy condition when they arrived they should still leave it in a clean and tidy condition and make a report to the key holder for that week .(So the culprits can be given a warning). Local clubs and societies should remember that the hall is run by volunteers and help with cleaning up in these instances would be expected.

Notes

A. Please leave the heavy maroon chairs round the outside of the main hall do not stack them together.

B. The henry hoover is located in the green room.

Corrie & Sannox Village Committee Scottish Charity no SC009961