

# COIGACH COMMUNITY HALL

## Terms & Conditions for the hire of Coigach Community Hall facilities.

*Thank you for considering using Coigach Community Hall for your function or event. We hope your experience will be satisfactory and enjoyable. Please be aware that the hall and its facilities are run by a team of unpaid volunteers with the help of a part-time cleaner, and we ask all hirers to observe the following terms and conditions to help ensure you have a safe, satisfactory and pleasant event.*

### TERMS & CONDITIONS OF HIRE

Please read these rules for Hall Users before making your booking. If you wish to make a booking or have any queries or concerns, contact the Administrator, Julie Edwards on 01 854 622 409, or for sports facility bookings Cathy McNeilage on 01 854 622 203. Hirers must sign a form accepting these terms and conditions when confirming their booking.

#### 1. LIMITATIONS

- a) To minimise disturbance to neighbours all function must finish by midnight, unless otherwise agreed with the Administrator.
- b) Fire doors are to remain closed at all times to reduce noise disturbance to neighbours and to stop small stones being trodden into the wooden floor
- c) Admittances to the building must not exceed a total of 250 persons for the entire building. Under no circumstances may that number be exceeded.  
Hirers must have a method of counting the number of people entering and leaving.

#### 2. SMOKING and DRUGS.

No smoking is allowed anywhere in the building. If smokers go outside the building to smoke, please use the cigarette bin on the wall near the front door for cigarette ash and butts

No illegal drugs are allowed on the premises. Any breach of this rule will be immediately reported to the Police and the offender banned from the premises.

#### 3. ALCOHOL and FOOD

To serve (& charge for) alcohol you will need express permission from the Management Committee and

- a) A licence from Highland Council  
(please note that a minimum six weeks notice is required by the Licensing Department)
- b) named adult stewards (at least one male and one female). The licence may require stewards to be trained.

For BYOB events you will need express permission from the Management Committee and to supply details of the stewarding arrangements.

To serve food, hirers are required to ensure compliance with the Food Safety Act 1990, the Food Hygiene (Scotland) Regulations 2006 and any subsequent regulations.

#### 4. DAMAGE

If you need to move furniture or equipment, and before you attach any notices or decorations to any part of the Hall in order to prevent damage to the equipment, or yourself, or the hall, please discuss your requirements with the Administrator when making your booking. The use of drawings pins or tacks is not permitted. Breakages and damages will be charged to hirers at cost.

#### 5. PAYMENT & DEPOSIT

Regular users are invoiced in arrears. Invoices are due on issue and prompt payment expected please. Persistent late payment means we may ask you to pay in advance of future bookings. For one-off events and non-resident hirers, payment is due 4 weeks in advance of the booking. For some events and functions, you may also be asked for a deposit towards the cost of setting up, clearing up or additional cleaning. The Administrator is Julie Edwards, Coigach Community Hall, Achiltibuie, IV26 2YP, Tel. 01 854 622 409. A deposit of 50% of the estimated hire cost will be required at booking, together with a refundable deposit of £100 to cover any unexpected cleaning or damage costs.

#### 6. RESPONSIBILITY

The person booking the Hall is person responsible for ensuring payment is made and during their booked time for ensuring:

- a) that rules, times and any other conditions of their booking are observed,
- b) leaving the premises clean and tidy and for completing the departure check list for the facilities used,

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including, replacing chairs & tables, equipment, crockery & cutlery etc. Cleaning equipment is located in the cleaners cupboard adjacent to the Disabled toilet. Cloths & cleaning fluid are provided in the cleaners cupboard.  
c) reporting and making good any breakages or damage. Any spillages must be cleaned up immediately.  
d) to save energy when the heating is on, keeping doors and windows closed as much as possible during the booking period.

### 7. BOOKINGS & CANCELLATIONS

Late cancellations may incur a charge, at the discretion of the committee.

### 8. DANCES.

If you are running a dance or a disco, you must have 3 named adult stewards on duty at all times and if a licence is required this has to be submitted to Highland Council at least six weeks in advance of the event. You must have a method of counting the number of people entering and leaving, to ensure you are within the fire limit maximum of 250 for the hall and lounge combined.

### 9. HIGHLAND COUNCIL CHILD PROTECTION POLICY

Organisations dealing with children must lodge a copy of their Child Protection Policy with the Administrator - Julie Edwards on 01 854 622 409, before a booking can be accepted.

### 10. SANCTIONS

The Rules are intended to promote responsible behaviour by all users of the Hall. The Committee has absolute discretion to act on any breaches of the Rules.

### 11. OTHER CONDITIONS & LIMITATIONS

a). Personal Injury and Loss or Damage to Property:

No liability or responsibility will be accepted by the Management Committee or their representatives for:

- (i) personal injury which may be suffered by any member of the public, including the lessee and assistants, in attending, or in connection with, any function,
- (ii) the loss of, or damage to, personal property;
- (iii) the loss of or damage to vehicles left in the car park;
- (iv) the loss of, or damage to, goods or articles of any description brought into the building;
- (v) loss of, or damage to, any articles, goods or property in the custody of the administrator, which will be left entirely at the owner's risk.

b) Cleaning: If the hall is left in an untidy or unclean state the hirer may be charged the cost of any additional cleaning that may be required which will be deducted from the cleaning deposit paid on booking.

### 12. Access and Departure:

Hirers will arrange with the Administrator when they wish entry and doors opened and advise when they expect they will be closed.

### 13. Complaints:

Any hirer having any complaint or observation to make in respect of any matter relative to hire of the Hall must submit details in writing to the Administrator - Julie Edwards 01 854 622 409, within 30 days.

### 14. Health & Safety:

Users of the Hall must familiarise themselves with the Fire Evacuation Procedure and Health and Safety Statement. Users organising their own events must undertake their own risk assessments and be responsible for implementing H & S procedures appropriate to their event. The emergency light switch in the Utility Cupboard must be switched on when the building is in use.

Before leaving the building

- a) All lights, heaters & appliances are to be switched off.
- b) All water taps are to be turned off.
- c) If the dishwasher has been used, it must be **drained**, and switched off.
- d) Ensure all doors & windows are closed and locked and keys returned to the Administrator.
- e) Ensure the departure check lists have been completed.

15. **Disclaimer**: Coigach Community Hall does not accept any liability for any loss or damage incurred whilst on the premises.