

Eckford Village Hall

Eckford Road, Eckford, Kelso, TD5 8LG
Scottish Charitable Incorporated Organisation SC049365

TERMS AND CONDITIONS OF LET

1. All applications for the hire of Eckford Village Hall shall be made on the appropriate form. The Hirer shall sign the form and must be aged 18yrs or over. The facilities must not be used for purposes other than stated on the application form.
2. Where an organisation is named on the application form, the organisation will be jointly liable with the Hirer under these conditions.
3. In the event of cancellation by the Hirer of a confirmed booking, a cancellation charge will be made at the discretion of the Board of Trustees of Eckford Village Hall.
4. Hire charges will be in accordance with the pricing policy operating at the time of the let.
5. Hirers are responsible for maintaining good order and behaviour when using Eckford Village Hall premises and car park and may be required to provide stewards. Due regard must be paid to other users and local residents.
6. The Hirer shall leave the Hall in a clean and tidy condition. Special cleaning charges may be levied where required.
7. It will be the Hirer's responsibility to ensure that all equipment or property brought into the premises is in safe and sound condition and complies with all relevant safety conditions. The Board of Trustees of Eckford Village Hall reserves the right to exclude any equipment or property deemed unsuitable. The Hirer will be shown how to use the Hall's equipment safely.
8. The Hirer shall be held responsible for all damage to the hall during the let and will be liable for all costs incurred to repair such damage by Hall approved tradesmen only.
9. Without limiting any other aspect of these conditions the Hirer will indemnify the Eckford Village Hall SCIO from and against all actions and claims, including loss of properties belonging to the Hirer or users. Hirers are strongly advised to ensure they take out suitable insurance to cover themselves for making good any damage or meeting a claim from an injured person at the event for which the organisers could be held responsible.
10. It is the responsibility of the Hirer to familiarise him/herself with the fire regulations. The Hirer shall regulate admissions so that at no time is the **maximum capacity of 70 seated** (as set by the Board of Trustees of Eckford Village Hall) **exceeded**. To comply with current regulations on fire and safety, each event staged within the facility is required to be supervised by a designated person who will be responsible for the overall control of the function and in particular, for taking control in the event of an emergency. The individual must be present throughout the duration of the event.
11. The Hirer shall commit no infringement of the copyright act. Hirers will relieve the Board of Trustees of Eckford Village Hall from all claims and actions. The Hirers must accept the sole responsibility for their productions and performances and the unauthorised use of copyright production is prohibited. Commercial Hirers are responsible for completion of music licence forms for any function at which music is performed, either by records, bands, signing etc and the deliverance of the rights fees and VAT may be added to the hire charge.
12. The Hirer shall ensure that he/she has obtained all other necessary licences this will include liquor, theatre, public entertainment and trading licences, a copy of which shall be given to the Board of Trustees prior to the event. Failure to acquire the necessary licences will result in cancellation of the hire.

13. Consumption of Alcohol in the Hall

- a) Events at which alcohol is sold (or included in ticket price) must have a liquor licence, available from Scottish Borders Council by application at least 6 weeks before the event. No other alcoholic drinks may be brought into the premises by the Hirer or guests if a liquor licence is in place.
 - b) Hirers may hold events with "Bring your own bottle" provided no charge is made for corkage. The Hall does not provide glasses.
14. The Board of Trustees of Eckford Village Hall will ensure compliance of the conditions of let and has the right to terminate or refuse admission at any time.
15. Bookings by any school shall be under the supervision of the Head Teacher or delegated member of staff throughout the duration of the let.
16. Special arrangements regarding deposits and supervision will be enforced for bookings by anyone under age 25.
17. There will be **NO SMOKING** in any area of the hall.
18. There is no telephone line at the hall. We recommend the availability of a mobile phone for all functions.
19. After midnight all noise must be kept to a minimum.

20. Food Safety

The following statement, provided by a food safety officer with Scottish Borders Council, is included in the conditions of hire to ensure that food safety regulations are met:

1. Hirers are required to ensure compliance with the Food Safety Act 1990, the Food Hygiene (Scotland) Regulations 2006 and any subsequent related regulations.
2. Hirers are expected to familiarise themselves with the facilities available and to ensure that they are adequate for the purpose intended.
3. Hirers will be required to remove all waste from the environs of the facility and where necessary make special arrangements for its removal with a licensed contractor before final vacation of the premises.
4. Hirers must:-
 - Have a documented food safety management system
 - Have trained staff on duty ie they have undergone a food safety course equivalent to the Royal Environmental Health Institute of Scotland (REHIS) Elementary Certificate in Food Hygiene, courses for which are run by SBC
 - Ensure that food has been prepared in such a way that it will not result in any civil action being raised.

21. COVID-19 Safety Measures

Hirers will be provided with full information about the Covid-19 risk assessment and safety measures undertaken by the Hall and what is required from Hirers using the premises. In particular, Hirers must:

- Comply with the Covid-19 rules put in place by the Board of Trustees for the safety of all using the premises, in line with Scottish Government (SG) Guidance and Regulations. These are subject to change as updates are received from SG.
- Provide a copy of their own documented risk assessment for their activities.

22. Special Conditions of Hire During Covid

Hirers must:-

- > Comply with the guidance provided in Covid Appendix A. These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.
- > Help keep the hall safe by complying with the guidance given on Appendix B, the Covid poster.

23. Disputes

All disputes shall be settled by the Board of Trustees of Eckford Village Hall, whose decision shall be final.

NOTE TO ALL HALL HIRERS

All hall hirers are advised to consult the 'Hall User Manual', available in the hall, to ensure their awareness of Eckford Village Hall Policies, Health & Safety issues (including the safe use of step ladders) and important information relating to the operating procedures of the hall and its equipment.

All accidents and incidents (even minor ones) must be noted in the Accident or Incident Book whichever is most appropriate. Details of the location of these can be found in the Hall User Manual. In addition these matters must be brought to the attention of the Chairman of Eckford Village Hall at the earliest opportunity.

The Board of Eckford Village Hall wishes to draw your attention to our Environmental Policy and in particular we would ask you to minimise the use of materials including electricity and to recycle waste. We also encourage car sharing, walking, cycling or public transport where possible for people attending events in the village hall.

Eckford Village Hall

Eckford Road, Eckford, Kelso, TD5 8LG
Scottish Charitable Incorporated Organisation SC049365

BOOKING FORM

Name of Hirer			
Address			
Telephone and email			
Event Description			
Type of use (please tick)	<input type="checkbox"/> Member (Private Hire)	<input type="checkbox"/> Non Member (Private Hire)	<input type="checkbox"/> Commercial/Agency
Start Date:	End Date:	<input type="checkbox"/> Tick if BLOCK BOOKING and state frequency e.g. every 3 rd Wednesday a.m.	
Start time: (am/pm)	End time: (am/pm)		
Hire rate per hour (includes electricity and use of equipment)	£	Total hire charge £	Block bookings will remain in place until circumstances change for either party and will be reviewed annually.

I agree to the above terms and conditions and confirm I have or do not need the following licences (please tick all boxes that apply):-

- ☐ **Liquor Licence** If liquor licence is in place give name of holder: _____
- ☐ **Public Entertainment** ☐ **Theatre** ☐ **Film Licence**
- ☐ **PRS for Music/ PPL UK Music Licences** ☐ **Commerical Trading Licence**

If the event that beneficiaries of your event include children or vulnerable adults you must confirm that you have all necessary protection documentation.

- ☐ **Not required for this event** ☐ **Documentation is in place**

Signature of Hirer	Date:
--------------------	-------

Please keep a copy for your records and return a signed copy to:
[insert contact info]

Tel: 01835 850324

Email: eckfordvillagehall@outlook.com

www.craillingeckfordnisbet.co.uk

Eckford Village Hall

Eckford Road, Eckford, Kelso, TD5 8LG
Scottish Charitable Incorporated Organisation SC049365

RATES OF HIRE

Eckford Village Hall Members (including Community Groups)	£ 6 per hour
Non-member community groups and non member private hire	£10 per hour
Commercial Hire (Minimum 2 hrs)	£15.00 per hour

These hourly rates include heat and light.

Day rates and other rates for block bookings and exceptional circumstances by negotiation.

These rates are reviewed annually to ensure that we are not running at a loss and keep the Hall a viable facility for the Eckford Parish community in the future.

Please fill in the diary provided, on the appropriate date of hire, with the following details:-

Name of hirer/group, meter reading at the start and end of each period of hire and numbers attending. The same information is required for block bookings per individual period of use.
This helps us monitor usage.

Please make sure that lights, heating and water heaters are switched off when you leave the Hall. A supplementary charge will be made if left on.

An invoice for hall hire will be sent to you by the Treasurer.

Thank you for your custom.

Sandra Kinnoch
Hall Chairman

Eckford Village Hall

Tel: 01835 850324

Email: eckfordvillagehall@outlook.com

www.craillingeckfordnisbet.co.uk