

Booking Form and Terms and Conditions of Hire

Return to enquiries@barrhillDevTrust.org or to Hall mail box

Request to book Barrhill Memorial Hall. My details are		<i>please complete this side</i>
My Name		
My Address		
My Contact phone & Email		
Name of group or event		
*Commercial bookings will be contacted by email to arrange invoicing and collection of other details		

Event details		
Day & date <i>eg Wednesday 4th March</i>		
Start time <i>eg 2pm or 18:00</i>		
End time <i>eg 6pm or 21:30</i>		
This means my booking will last <i>eg 2 hours</i>	hours	
I would like to repeat this booking (delete if not required) <i>Eg Every Thursday for 4 occurrences</i> <i>Every 1st Saturday for 6 occurrences</i>	Every	for occurrences

Working out the cost		<i>please CIRCLE correct answer</i>	
I am booking on behalf of a recognised constituted Barrhill Group or open to public attendance. And the publicity for this event can be found here	YES £5 per hour	NO	
I am booking on behalf of a myself or a group of people without an open invite to the public	YES £18 per hour	NO	
I am making a commercial booking	YES £22 per hour	NO	
I would like to book (delete if not needed)	Meeting room	Main hall	
I want to use the following equipment (delete if not needed)	Indoor Bowls	Badminton	
Total number of hours (yellow boxes)	Hourly Rate (from blue box)	Total Cost = Rate x hours booked	
Alcohol is being sold at the event <small>I therefore must apply for a S.A.C Occasional Licence which I will provide to the Trust not less than 28 days before</small>	YES	NO	

Payments must be made 7 days before the booking, please select one of the below options

	I have enclosed a cheque / cash payable to the Barrhill Development Trust for the total hire costs
	Payment will be made by bank transfer and I will send confirmation of payment to the above email Barrhill Development Trust, Bank of Scotland, Sort 80-22-60: Account: 19658564

In case of emergency or equipment enquiry - Caretaker phone number Pat O'Connor 07821 65 8888

I have read and accepted the Terms and Conditions of Hire (overleaf) of the Barrhill Memorial Hall and the Risk Assessments

Signed (Hirer) Print Name Date

Booking Form and Terms and Conditions of Hire

Return to enquiries@barrhillDevTrust.org or in the Hall mail box

By booking with us you agree to these Terms and Conditions of Hire. Failure to comply with these Terms and Conditions may result in the withdrawal of facilities.

1. Definitions

"Premises" shall mean Barrhill Memorial Hall, Main Street, Barrhill, KA26 0PP. "Hirer" shall mean an individual Hirer, or where the Hirer is an organisation, the authorised representative.

2. Undertaking of Hirer

The Hirer must be over 21 years of age and is responsible for ensuring that the "Terms and Conditions" of hire are understood and adhered to by all persons using the Premises during the period of hire, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

3. Supervision

The Hirer undertakes to be present or to arrange sufficient competent representatives to be present throughout the hire period to ensure the provisions and stipulations referred to in this document and any applicable licenses are fully complied with. Children aged under 16 must NOT be allowed to access to kitchen area for any reason at any time.

4. Fire Safety

The Hirer MUST on arrival check the location and operation procedures of all fire alarm points, fire extinguishers, fire blanket, first aid kit and fire exits and read the Fire Instructions on display before the start of any event. The Hirer must ensure that the no smoking policy is adhered to for the duration of the hire. The Hirer must ensure no flammable materials, including candles, are used in the Premises, without approval of the committee. The Hirer shall ensure that no FIREWORKS (including sparklers) are permitted to be stored or set off on the premises or within the grounds.

5. Use of Premises

Minimum hire length of one hour applicable to all Hirers. If less than one hour, the Hirer will be charged at the minimum rate. The Hirer accepts that all persons using these premises do so entirely at their own risk and no responsibility will be accepted by the Committee for injury or any loss or damage to vehicles, equipment, or other effects however caused. The Hirer accepts that no fastenings may be fixed to any part of the Premises without permission.

6. Hire Charge and Damage/Additional Cleaning Costs

The hire charge will be that applicable at the date of hire in accordance with the current hire charges, or as otherwise agreed between the Hirer and BDT. The total hire charges should be paid in full 7 days prior to the date of booking and a signed copy of this form should be returned. Any damage to the premises or their contents, or additional cleaning required as a result of the hiring, will be charged to the Hirer at the hourly rate applicable plus costs of repairs.

7. Cancellation by the Hirer

Cancellations must be made in writing or by email to BDT. In the event of cancellation by the Hirer within 7 days of the date of hire, the question of the payment of repayment of the fee shall be at the discretion of the BDT.

8. Refusals and Cancellations of Booking

BDT reserves the right to refuse a booking without notice, or to cancel any hiring agreement at any time during the term of the agreement by giving 7 days notice in writing to the Hirer.

9. Licenses

BDT does not hold a Premises Licence for entertainment or an Alcohol Licence. The Hirer shall be responsible for obtaining any licenses that may be required and to ensure all regulations are adhered to.

10. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the Premises in contravention to the law relating to gaming, betting and lotteries.

11. Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

12. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances used in the Premises, shall be safe, in good working order, used in a safe manner and have been tested in accordance with current safety testing requirements.

13. Insurance

BDT has public liability and employers insurance against any claims arising out of its own negligence. The Hirer is responsible for arranging insurance cover for additional activities and shall indemnify BDT for the cost of repair of any damage done to any part of the premises or their contents or injury to persons, which may occur during the period of hiring.

14. Accidents and Dangerous Occurrences

The Hirer must report all accidents and incidents involving injury or death to the public to BDT as soon as possible and register them in the Accident Book, held by the Caretaker and/or adjacent to the First Aid Box..

15. Animals

The Hirer shall ensure that no animals (including birds) except guide and service dogs, are brought into the premises, other than for a special event agreed by BDT and no animals whatsoever are to enter the kitchen at any time.

16. Housekeeping

The Hirer is responsible for leaving the Premises in a clean and tidy condition, ensuring that the hall and equipment is left as it was found.