



BOOKING FORM AND CONDITIONS OF HIRE FOR GLENFARG VILLAGE HALL	
Date and purpose of Booking	
Time of Booking	
Name of Hirer/Group	
Address	
Contact Number	
Email Address	
Total Charge(see below for rates)	£

CHARGES

* The charge for the Main Hall is £12.00 per hour and for the Meeting Room is £8.00 per hour. Use of the kitchen and facilities is included in the hire charge. This charge includes a reasonable set up and clear away time of 30 minutes. If you require more time than that this should be reflected in your hire time and costs. (This includes using the kitchen facilities)

If you are a regular user, and use our hall more than 4 times a year, then we offer a discounted rate of £10.00 per hour for the hall and £6.00 per hour for the meeting room.

We charge a weekend rate of £250.00 which includes Saturday and Sunday use of all the facilities.

Please return this form by e-mail to **www.glenfargvillagehallbookings.org** or hand it to the Hall Keeper Tanya McKibbon, Hawthorn Bank, Main Street, Glenfarg, PH2 9NY together with your payment.

Cheques should be made payable to Glenfarg Village Hall. . Payments can also be made by bank transfer to the Bank of Scotland. A/C 00398362 Sort Code 80-91-28 Glenfarg Village Hall. Please include your invoice number and let me know if you have made your payment by BACS Transfer. This allows me to inform our treasurer.

CONDITIONS OF HALL HIRE

1. The Hirer will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight, and for the behaviour of all persons using the premises whatever their capacity. Any accident occurring in the hall must be recorded in the Accident Book, which is held in the kitchen. If the Committee has reasonable grounds for believing that any of the conditions of hire may not be met by a hirer, it reserves the right to cancel the booking and advise the hirer accordingly.
2. A charge may be made by the Committee for the cost of replacement or repair of any loss or damage to any part of the Hall or its contents as a result of the hiring. A charge may also be made for any exceptional cleaning costs required following the hire at £10.00 per hour.
3. The Hirer shall be responsible for (a) obtaining any licenses that may be required (i) for the consumption of intoxicating liquor), (ii) from the Performing Rights Society, and (b) the observance of all other regulations pertaining to the premises stipulated by the Fire Authority, Perth and Kinross Council and the Hall Committee. Please note this includes offering a free glass of wine as part of a ticket sale (or selling alcohol in any capacity) as this is included by law as deemed to be selling alcohol and a license would be required. This includes presenting the Hall Committee with evidence that adequate insurance arrangements are in place. Please note that the Hall Committee is not responsible for any property belonging to groups or the Hirer.
4. If the Hirer wishes to cancel any booking, at least two weeks advance notice must be given to the Hall Keeper. If such notice is not received the normal fee will be charged.
5. At the end of the hire, the Hirer is responsible for leaving the premises and surrounding area in a clean and tidy condition, and for replacing any items temporarily removed from their usual positions. Please ensure the floors are hoovered, brushed or mopped as appropriate. No over spill from any of the storage rooms that have been allocated to different groups for their particular use, can be allowed. The Hirer must ensure that the lights and heating are turned off and the doors locked.

6. All youth organisations must be supervised by at least one adult at all times. Other organisations may be using the Hall. If so, please be considerate and keep noise down

7. The Sound system is to be used for entertainment only and kept at a reasonable volume. All music must stop no later than 12.00 midnight.

8. Any changes required to the heating must be dealt with by the Hall Keeper only and not made by any person using the Hall.

9. Any complaints regarding the Hall or bookings must be put in writing to the Chairman.

10. Any Hall hire finishing after 12.00 midnight must be brought to the attention of the Committee at the time of booking, as an additional charge may be made.

11. Food Hygiene Guidelines are on display in the kitchen for the benefit of all users. Please read these and adhere to them. The Hall Committee accepts no responsibility for any food consumed on the premises.

12. The procedures for child protection set out in Appendix 1 form part of these Conditions of Hire, and will apply to every hire.

13. If you wish to use a bouncy castle an additional charge of £5.00 per hour will be made, and this must be agreed with the hall keeper at the time of booking. Hirer should ensure adequate insurances are in place by those providing the bouncy castle.

Appendix 1:

Protection of Children and Young People

1. The Hall Committee requires all individuals and organisations seeking hire of the hall to sign a declaration stating whether the activity will result in any person being in a 'Child Care Position', as defined by the Protection of Children (Scotland) Act 2003. A 'Child Care Position' is, "A position whose normal duties include caring for, training, supervising, or being in sole charge of children". It is the duty of the prospective hirer to be familiar with the provisions of the legislation and to be clear regarding what is and what is not a 'child care position'. It is also the duty of the prospective hirer to be familiar with and adhere to the legislation under the Protecting Vulnerable Groups (PVG) (Scotland) Act 2007. This new legislation is replacing earlier legislation and is being phased in over the four years from February 28 2011. Those seeking further information and guidance are referred to

<http://www.scotland.gov.uk/Topics/People/Young-People/children-families/pvglegislation>

2. No hire agreement will be made until such a declaration is given.

3. If, following a declaration that the hire will not involve anyone being in a 'child care position', the hall committee receives information that the declaration may be false, or that persons in a child care position have not been properly checked, the Hall Committee shall suspend the hire agreement forthwith, pending the outcome of further inquiries. The Hirer will be advised of this in writing or by telephone if necessary.

Should inquiries suggest that hire did involve a person being in a child care position and the hirer is unable to provide evidence that appropriate checks have been carried out, then termination of the hire will be confirmed.

The hall committee reserves the right to inform the local authority and/or the police in such circumstances.

4. When a prospective hirer declares that the activity will involve people being in a child care position, the hall committee, or its delegated officer, will require:

(a) To see evidence that all persons in a child care position have been properly checked and are not barred from working with children

(b) to receive an assurance that, should additional people become involved in a child care position, the organisation will ensure that such persons are properly checked before undertaking work in that 'child care position'.

5. The evidence referred to in 3 (a) above is:

(a) Sight of a Disclosure Certificate(s)

(b) An original letter (not a photocopy) on headed paper, signed by a senior official of the organisation, declaring that appropriate checks have been carried out on the named individuals who will be in 'child care positions' in Glenfarg Village Hall.

November 2006

Amended March 2011, September 2017