



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. The Hirer shall indemnify 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.
3. The Hirer shall be responsible for (a) obtaining any licences 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 (as per Health & Safety Guidelines, Document 2). 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 Bookings Officer. 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. No over spill from any of the storage rooms that have been allocated to different groups for their particular use, can be allowed.
6. All youth organisations must be supervised by at least one adult at all times. Other organisations may be using the Meeting Room. 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 Bookings Officer only and not changed 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 the attached appendix form part of the Standard Conditions of Hall Hire and will apply to every hire.

**Tear off and send completed to secretary to confirm booking.
Broomhall Cottage, Duncrievie Road, Glenfarg, PH2 9PA**

Declaration

I have read and accept all the Conditions of Hire and I will be the responsible person during the hire/s for _____ (group/party name)

I have read the Appendix regarding the Protection of Children and Young people and declare that the activity to be carried out in the hall does / does not (delete as appropriate) involve any person being in a child care position, as defined in the Protection of Children (Scotland) Act 2003.

If there are to be persons in child care positions, I declare that I/my organisation have conducted appropriate checks, including Disclosure Scotland checks and provide evidence of that along with this application.

Signed _____ Date _____

Address _____

Tel: _____ e-mail _____

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'.

4. 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