

Conditions of Hire

Craignish Village Hall

1. Bookings

All bookings must be made through the Hall Manager:

Craignish Village Hall, Ardfarn, Argyll PA31 8QN Tel: 01852 311 166 Email: manager@craignish.org.uk

All bookings are at the discretion of the Village Hall Committee.

2. Deposits & Payment

Regular hirers may be asked to pay a deposit equivalent to one month's hire charge at the time of booking. A 50% deposit will be required for one-off events (unless otherwise arranged).

The deposit (minus an administration fee*) will be refunded if the booking is cancelled at least 1 month prior to the booking. Hirers who cancel less than 1 month in advance will forfeit their deposit.

Payment of the hire charge, less the deposit (if applicable), will be due within 15 days of the invoice date. Persistent late payment will incur a 10% surcharge.

3. Safeguarding & Child Protection

Organisations or individuals working with children must demonstrate to the Hall Committee that all required legislation has been complied with and that all disclosure procedures have been followed. **A formal declaration that disclosures have been carried out on all those working with children must be provided with your booking confirmation.** All organisations working with children in the Hall (educational/business/charity/committees/constituted groups) will be required to sign this declaration. Individuals will be unable to sign the declaration but must conform to all other conditions of hire.

Additionally, organisations or individuals putting on one-off evening events catering primarily for children or young people must provide the following:

- A Primary Contact (over 18).
- A list of named stewards to be responsible for the safety and welfare of the young people or children within the building and the surrounding area for the duration of the event.
- A named representative (over 18) to be responsible in the event of a fire.
- Stewarding at a ratio of 1:10 — an estimate of numbers attending will be required.
- If the event is aimed primarily at under-18s, it is strongly advised that there be no bar.

The named contact, list of stewards, and fire officer will be provided to the community police by the Hall Committee prior to your event. You may be contacted by the police. **This list must be submitted no later than 2 weeks before the event.**

Children playing in the Muddy Kitchen and entrance area must be supervised by a responsible person. These areas must be tidied after use.

4. Insurance

The hall insurance only covers Village Hall events. User organisations are required to carry their own Public & Employers' Liability and equipment insurance.

Hirers' own electrical equipment must conform to legal standards and be in a safe condition.

5. Hours & Noise

Regular events: Loud music must stop by 11:00 pm and the car park be vacated by 11:30 pm.

One-off special events: Music must stop by 1:00 am and the hall and car park be vacated by 1:30 am.

New Year's Eve/New Year's Day only: Loud music must cease by 2:00 am and the hall be vacated by 4:00 am.

6. Cleaning & Condition of Hall

The hirer must leave the building in a clean and tidy condition, wash, dry, and put away any crockery and tableware, turn off all lights, and secure access doors if they are the last person leaving. The hirer must sweep areas used and clean/mop any spills after each booking unless they have requested and paid for the hall cleaner in advance. Failure to do so will result in the deposit being forfeited or cleaning charges being added to the invoice.

Party Package: A 3-hour period may be available the following morning (usually 9:00 am–12:00 noon) for event organisers to tidy the hall after large events.

Cleaning charges: £25/hour between 9:00 pm and 9:00 am · £14/hour between 9:00 am and 9:00 pm.

Self-cleaning deposit: If an event organiser chooses to clean the hall, kitchen, and toilets themselves, a Cleaning Deposit of up to £80 will be charged, with the deposit refunded only if cleaning is completed to a satisfactory standard.

7. Fire Safety & Capacity

Fire exits must be kept clear at all times.

No more than 160 people may be in the main hall at any one time.

8. Car Parking

Cars must be parked in an orderly manner. Access to Lerigoligan must be kept clear at all times.

9. General

Please notify the Committee of any breakages or shortages.

Event and activity organisers are responsible for ensuring compliance with the 'No Smoking' regulations.

*Up to 20% of the hire fee may be required to be paid on cancellation. The amount is at the discretion of the hall committee.

Acceptance of Conditions

Please sign and date below, or confirm acceptance by email, and return this document to the Manager.

Signed:

Print name:

Organisation (if applicable):

Date:

Or confirm acceptance via email to: manager@craignish.org.uk