



Eassie and Nevay Hall : Conditions of Let

Eassie Nevay and Kirkinch Community Association (ENKCA)
Charitable Status : Scottish Registered Charity : SCO33791
Registered office : The Community Hall, Balkeerie, Eassie, Angus, DD8 1SQ
Company Status: Private company limited by guarantee.
Incorporated in Scotland, number SC325383
Hall bookings : Phone 01307 840 415 (Mrs Marshall)

The hall is owned and run by the community for the benefit of the community.

Introduction

Organisations and individuals using ENKCA facilities have duties in law laid out by Acts governing Health & Safety and by the conditions attached to our insurance policy and entertainment licence.

ENKCA :

- Reserves the right to refuse any applicant the use of the Hall without giving any reason.
- ENKCA reserves the right to amend these conditions of let at any time.
- Will not be liable for any damage, injury or loss of property brought to or left in the premises or car park by persons using the Hall.
- Has no legal responsibility for items of lost property

Letting

All use of facilities must be agreed prior to the let.
Activities must be confined to the times for which the let is agreed.
Sub-letting of the premises is not permitted.

Use of premises

Users are responsible for any damage done to the Hall or the fittings, fixtures and furniture during the time of occupation and shall meet the cost of repairs and/or replacements.

No items may be attached to any surface of the building (internal or external) unless previously agreed with the ENKCA Booking Secretary.

Substances of a highly flammable nature, naked flames or lighted candles are not permitted in the premises. Deep frying is not permitted in the kitchen

Smoking is not permitted within the hall or under the overhangs at the front door and main hall fire exit.

Disabled access and disabled parking must be kept clear for these purposes.

The entrance ramp and steps must be kept clear for pedestrian access at all times.

All fire exits must remain free of obstruction at all times.

All electrical equipment used on the premises must have been tested for electrical safety as specified in law. Anyone bringing electrical equipment into the Hall must ensure that it is free from electrical defects, which could constitute a safety hazard: a regular inspection by an electrical engineer or other competent person is recommended.
All equipment must be removed from the Hall after the let.

Cars must not be parked on the land to the east of the hall; this is required for access to the adjacent fields.

Event organizer/ users

Users must comply with instructions issued by the Police and recommendations made by them and by the Fire Authority.

The person in charge of any event should ensure that adequate risk assessments have been undertaken prior to the event.

The person managing the event must ensure that there is adequate staff present to safely supervise the running of the event.

The premises must be left in a clean and tidy condition.

Housekeeping arrangements and return of the keys must be agreed with Booking Secretary prior to the hire.

There must be no live prizes awarded at any event. No stalls or displays shall make use of live animals without prior approval of the appropriate department of the Council.

All users must comply with the Health & Safety Policy, the Child Protection Policy and the Food Policy – *an inspection copies are lodged in a file kept at the hall.*

Responsible Person

A responsible person must be nominated for the hire period. This person must:

- Ensure reasonable measures are taken for the health and safety of their group and members of the general public. In particular note that the hall is adjacent to a busy road which presents hazards for unattended children and for motorists entering and leaving the car park.
- Ensure that the Health & Safety Policy, Child Protection Policy & Food Policy are complied with – *an inspection copy is lodged in a file kept at the hall.* At ENKCA events children should only be accompanied by a responsible adult, either parent or adult in loco parentis. If children are present at events organised by other bodies those bodies must have an adequate child protection policy in force.
- Familiarise himself/herself with the premises, the fire-safety equipment, location of the fire exits and ensure all appropriate Health and Safety measures are taken, including risk assessments relevant to the specific event. This person should ensure that she/he and anyone helping at the event is familiar with the position and usage of all fire safety equipment fitted. Clear access should be maintained for emergency vehicles.

- Ensure that all exit routes from the building are unlocked, free-opening and unobstructed before people are admitted to an event and must ensure they remain so during the event.
- Be responsible for maintaining order in connection with the occupation of the premises.
- Ensure that the group is signed into and out of the building both for the event and for preparation sessions.
- Ensure that the users they represent do not do anything in the Hall nor allow anything to be taken into the Hall which will involve unacceptable risk to the Hall premises.
- Be responsible for ensuring that any persons operating electrical or mechanical equipment are competent and do so in a safe manner
- Ensure that a licence is obtained for the sale of alcohol.
- Secure permits required for the performance of copyright work. ENKCA will not be liable for any damages and expenses claimed by person or company as the consequence of the performance of copyright work for which the hirer did not obtain a permit from the Performing Rights Society, the PPL or any appropriate licensing body.

Failure to observe the any of these conditions may result in the withdrawal of the let. In these circumstances monies already paid will be forfeited.

Possible Additional Services / Charges

Cleaning : Hall users are expected to leave the hall in a clean and tidy condition in readiness for the next user or elect to bear the cost of a cleaning charge. This charge is continually reviewed and presently costed at a maximum of £40 for cleaning, restricted to the toilets, kitchen, café, main hall & entrance areas.

When the let is booked for a party/wedding etc, a deposit may be required at the discretion of the Booking Secretary. This is to cover costs should the hall not be left in a satisfactory condition acceptable for the next let. The hirer must make themselves available for a joint survey immediately following contact from the designated Director if the hirer contests the Directors' decision to retain the deposit.

Setting up & removal of tables/chairs : this service can be offered provided prior arrangement is made with the Booking Secretary. The charge may be up to £30, dependent on the number of items required.

Setting up & removal of staging : this service can be offered provided prior arrangement is made with the Booking Secretary. The charge may be up to £18, dependent on amount of staging required – maximum size available is 18 m².

Use of, setting up & removal of AV Equipment : use of ENKCA AV equipment may be made available to private lets at the discretion of the Directors and provided prior arrangement is made with the Booking Secretary. A charge of up to £40, dependent on the items required, may be applicable.

Users are asked to report any deficiencies in equipment to the ENKCA Bookings Secretary – either verbally or by noting details in the Accident Book.

Conditions Applicable for the Use of the Hall at Discounted Rate

This applies to **ENKCA** members and affiliated groups eligible for discounted lets.

- On completion of the event all furniture and equipment must be returned to the correct storage position; a layout chart is included with these conditions.
- Doors must be closed and windows must be closed and locked.
- Tables should be wiped with anti-bacterial fluid, dried and stowed.
- Loose debris should be swept from the floor and binned.
- Rubbish, especially food waste must be disposed of in the external black waste bin.
- We encourage users to recycle materials; please remove them to a recycling facility.

If the kitchen has been used the Food Policy conditions must be complied with :

- Kitchen sinks, work surfaces, floor & walls must be left clean and free of debris
- Dishwasher must be emptied and left in a clean condition
- Cooker, heated cabinet, grill & microwave must be switched off and be left clean.
- Utensils & crockery must be clean and returned to storage areas.
- The fridges must be emptied, switched off, wiped clean and the doors left ajar.
- All rubbish and food waste must be removed from kitchen and a new liner placed in the kitchen bin.

Please report equipment deficiencies and breakages to the ENKCA Booking Secretary.