

MELVIN HALL, DUTHIE ROAD, TARVES

CONDITIONS OF LET & BOOKING FORM



The Hall is managed by a committee of Trustees and locally elected members on behalf of the community.

BOOKINGS

All bookings must be made in advance using the attached booking form and must be signed by the person accepting responsibility for the hall during the let. This person must be over 18 years of age.

Regular users may be asked to give up a booking so that irregular events, e.g. sales, soup & sweet lunches etc may be accommodated.

RESPONSIBLE USERS / STEWARDS

Hirers must ensure that there are at least 3 responsible persons (over 18) in attendance at all times during the let to steward the event and to ensure that the conditions of let are fully complied with.

CANCELLATIONS

A fee may be incurred (at the committee's discretion) if a booking is cancelled within one month of the planned date.

CHARGES

Current charges for the various facilities are detailed on Page 4. Tables and chairs are included in these rates and are available in the store if required.

It is the hirer's responsibility to set out, clean and carefully replace these at the end of the let.

Lighting and sound equipment is only available by prior arrangement.

Electricity is charged over and above the given rates and is based on power used. The meter reading sheet in the meter cupboard **must** be completed at the start and end of the let.

PAYMENT

Invoices detailing the amount due are sent out every month. Payment should be by crossed cheque, made out to "Melvin Hall". A receipt will be issued if required.

ALCOHOL

The booking agent requires to know if alcohol is to be sold during a let. It is however, the responsibility of the hirer to apply to the local authority for a licence and to ensure that all legal requirements are complied with.

SMOKING

All areas of the building [Main Hall, Queens Room, Toilets, Kitchen, Store Rooms etc] are designated "**No Smoking**" areas and this must be respected.

It is the Responsible Person's responsibility to ensure that this condition of let is complied with.

DAMAGE TO HALL

Users will be responsible for any damage to the hall [internal or external] during their let.

Any damage must be reported to the Booking Secretary. Nothing should be pinned or stick onto the walls or doors.

LOSS OR DAMAGE

The committee cannot be held responsible for any loss or damage to personal property taken into the hall.

Organisations using the hall must ensure that they have adequate insurance to cover loss and / or damage to their equipment while it is either being used or stored in the building.

INSURANCE

Whilst the Management Committee has Public Liability Insurance to cover any claim against them, it is the user's responsibility to ensure that they have adequate insurance to cover all their own liabilities.

CLOSING TIMES

The use of the hall shall cease at the following times:

🕒	Sunday - Thursday	11.30pm
🕒	Friday	1.30am
🕒	Saturday	12.00pm

If the hirer wishes to operate later than the times given above, the Hall Committee must be consulted in advance. The hirer must seek permission from the local authority for any such extension.

NUISANCE

Hirers must ensure that no nuisance or annoyance is caused to nearby residents.

CAPACITY

The numbers using the hall must not, at any time, exceed those given on Page 4.

FIRE REGULATIONS

The Fire Certificate must be complied with at all times by everyone using the hall. In particular:

- The emergency lighting must be switched on while the hall is in use
- All fire exit doors must be checked to ensure that they are working and that access to them is not obstructed
- Before a function, confirmation that these checks have been carried out, should be entered in the Fire Log – sections 2 & 7
- Access routes to Fire Doors are clearly marked and nothing should be stored in front of these, even for a short time, which could restrict exit in the event of a fire.

CLEANING

The hall is regularly cleaned to ensure that a high standard of housekeeping is maintained. It is expected however that all hirers will, at the end of each let, tidy up their own rubbish and leave the building as they found it.

PARKING

Encourage all those using the hall to park on the opposite side of the road from the hall entrance and to ensure that house access drives are not obstructed in any way. There is also parking areas in the Square.

DOUBT

If in any doubt about any of the above, please ASK!

BOOKING FORM

[Copy 2]

ORGANISATION

Name of Organisation: _____

Contact Name: _____

Contact Address: _____

Post Code: _____ Tel No: _____

LET

Purpose of Let: _____

Type of Let: One-off Weekly Monthly Annually Other

Approximate Numbers: _____

Date(s) Required: From _____ To _____

Time(s) Required: Start _____ Finish _____

Alcohol will will not be consumed during the let

Times to include setting up and clearing away.

A separate booking form should be completed for each day required, if more than 1 day per week.

REQUIREMENTS

Area(s) required: Main Hall Yes No Queens Room Yes No
Kitchen Yes No Committee Room Yes No
General Purpose Room Yes No

Equipment Required: Tables Yes No Seating Yes No
Stage Yes No Lighting / Sound Yes No
Crockery Yes No Cutlery Yes No

If the use of lighting or sound equipment is required, prior notice is required to enable arrangements to be made for access to cupboard.

CONDITIONS

Please ensure you complete the appropriate sections in both copies of this Booking Form. Return Copy 1 to Booking Secretary – Joan Lipp, 3 Duthie Terrace, Tarves 01651 851708 – and keep Copy 2 for reference.

I agree to abide by the "Conditions of Let" and the standard conditions pertaining to the "Public Entertainment Licence", copies of which I have received, read and fully understood.

In signing I fully accept the licence holder's responsibilities during the period of the let, as set out in Paragraph 3, of the standard conditions.

Signature (Applicant) _____ Date: _____

Signature (Booking Sec) _____ Date: _____

CHARGES FROM 1 JANUARY 2011

Hall only	£20.00 for first hour	£6.00 per hr thereafter
Queens Room only	£10.00 for first hour	£5.00 per hr thereafter
Hall & Queens Room	£20.00 for first hour	£10.00 per hr thereafter
Dances / Private Parties / Concerts	Set charge of £75.00	
Flower Show / Whist Drives / Coffee Mornings / Craft Fayres	Set charge of £50.00	
Elections etc	Set charge of £120.00	
Funeral Teas	Set charge of £30.00	
Cutlery	£10.00	
Sound System	£10.00	
Stage	£5.00	
Lighting	£5.00	
Hydro	16p per unit	
Auction Sales	Set charge of £75.00. <i>[In addition £50.00 Deposit required at time of booking. Refundable on clearing Hall of unsold items within 14 days of Sale]</i>	

HALL CAPACITY

	<u>MELVIN HALL</u>	<u>QUEENS ROOM</u>
Close Seating	260	48
Seating at Tables	130	24
Dancing	186	34
Combination of close seating & tables	158	29

No standing permitted in corridors / gangways, which must be at least 1100mm (3'8") wide, where these lead to one of the fire exits.

BOOKING FORM

[Copy 2]

ORGANISATION

Name of Organisation: _____

Contact Name: _____

Contact Address: _____

Post Code: _____ Tel No: _____

LET

Purpose of Let: _____

Type of Let: One-off Weekly Monthly Annually Other

Approximate Numbers: _____

Date(s) Required: From _____ To _____

Time(s) Required: Start _____ Finish _____

Alcohol will will not be consumed during the let

Times to include setting up and clearing away.

A separate booking form should be completed for each day required, if more than 1 day per week.

REQUIREMENTS

Area(s) required: Main Hall Yes No Queens Room Yes No
Kitchen Yes No Committee Room Yes No
General Purpose Room Yes No

Equipment Required: Tables Yes No Seating Yes No
Stage Yes No Lighting / Sound Yes No
Crockery Yes No Cutlery Yes No

If the use of lighting or sound equipment is required, prior notice is required to enable arrangements to be made for access to cupboard.

CONDITIONS

Please ensure you complete the appropriate sections in both copies of this Booking Form. Return Copy 1 to Booking Secretary – Joan Lipp, 3 Duthie Terrace, Tarves 01651 851708 – and keep Copy 2 for reference.

I agree to abide by the "Conditions of Let" and the standard conditions pertaining to the "Public Entertainment Licence", copies of which I have received, read and fully understood.

In signing I fully accept the licence holder's responsibilities during the period of the let, as set out in Paragraph 3, of the standard conditions.

Signature (Applicant) _____ Date: _____

Signature (Booking Sec) _____ Date: _____