

## Conditions of Let

### Alyth Halls Committee (charity number SCO 17148)

Ogilvie Rooms, Commercial Street, Alyth

Alyth Town Hall, Albert Street, Alyth

<http://www.alythhalls.org.uk/>

Alyth Halls Committee (AHC) reserves the right to amend these rules and conditions, and also to make any additional rules and conditions as necessary taking into account the requirements of the hall

1	A let is not confirmed until the official booking form has been completed and submitted to the Hall- keeper at least 14 days prior to the event taking place.
2	The hall should not be sub-let without the prior permission of AHC.
3	AHC reserves the right to request a deposit at the time of the booking.
4	Performing Rights Society Licence Please note that the Alyth Halls Committee have an up to date PRS licence in place and hall users do not require to apply for their own.
5	The hire charge covers the provision of heating <u>normal</u> lighting and <u>normal</u> cleaning in connection with the let. An additional charge will be levied if the facilities are not left clean and in good order, particularly kitchen/catering areas. An inspection may be carried out by the Hall-keeper at the end of the event.
6	The normal opening times of the hall are from 9.00am until 10pm. Unless prior permission has been obtained from AHC. Halls must close at a time to comply with the Public Entertainment License which is 1.00am for dance functions.
7	AHC reserves the right to cancel any let, without need to pay any compensation for such cancellation if; (1) it believes that these Conditions are not likely to be adhered to, (2) operational performance prevents an event taking place, or (3) if the hall is required for Election purposes.
8	In the event of a cancellation by the applicant of a confirmed let, a percentage of the hire rate may be payable as detailed in the charges schedule.
9	The applicant will be held personally responsible for payment of all charges in respect of the let.
10	The Hall-keeper will not normally be in attendance during the period of the let. Organisers will be met at the stated time of the event (on the booking form) and again at the end of the event to ensure that the hall has been left in a satisfactory condition.
11	Smoking is not permitted in any part of the hall. During an event, it is the organiser who is responsible for ensuring those in attendance do not smoke. Enforcement officers can issue a £200 fine to the organiser and also £50 fine to each individual committing the offence.
12	The applicant should arrange for a sufficient number of stewards/security staff to preserve order and ensure compliance with safety and fire regulations to the satisfaction of the Hall-keeper. All stewards must; (1) be 21 years of age or above, (2) be clearly

	identifiable throughout the duration of the event, (3) not consume any alcohol, and (4) be familiar with fire evacuation procedures for the building (this will be arranged with the Hall-keeper prior to the event commencing). Organisers of an event should acquaint themselves with the position of fire points, emergency exit doors, light switches and the nearest telephone.
13	The applicant will be held responsible for any damage to the hall, furniture or fittings and any property lost as a result of the event taking place will be required to meet the cost of reparation in full. Any damage which is not disclosed could result in the retention of some or all of the recoverable deposit. If required, the applicant may inspect the premises at the commencement of the let to verify the condition of furniture and fittings.
14	No furnishings or equipment will be hired out or loaned out from the building without the prior agreement or arrangement with AHC.
15	AHC will not be held responsible for any damage, injury, loss of goods or property, brought into or left at the facility by the applicant or any persons attending the event.
<b>16</b>	<b>It is the responsibility of the organiser to arrange for first aid facilities/personnel throughout the duration of the event.</b>
17	With any let involving the sales of goods, the applicant is responsible for ensuring the correct license, if any, is obtained. Contact should be made with the Licensing Board at Perth & Kinross Council, 2 High Street, Perth, PH1 5PH where license requirement and procedures will be explained. <b><u>If it is intended to sell or dispense alcohol the Bookings Co-ordinator must be notified.</u></b> Although the applicant is responsible for obtaining the appropriate license, location and arrangement for bars should be discussed with, and to the satisfaction of, the Hall-keeper.
18	The Hall-keeper and any member of AHC shall at all times, be entitled to free access to any part of the building.
19	Sound amplification will be controlled at the discretion of the Hall-keeper whose decision will be final.
20	The applicant should ensure that all waste and/or discarded materials be removed within 24 hours or at a time agreed with the Hall-keeper. Failure to comply with this condition will result in the material being removed and any expense incurred charged to the applicant.
21	Flyposting in respect of an event is not permitted unless prior permission has been granted by the Police. This is an illegal act under Section 100 of the Roads (Scotland) Act 1984.

#### HIRE CHARGES: ADDITIONAL INFORMATION

1	<u>Cancellation Fee</u> – 50% of the hall charge may be payable if any event is cancelled within 7 working days of it's intended date.
2	AHC will decide which price category a let falls.
3	Whilst the Alyth Halls Committee have public liability for hall users, hirers who plan to run classes and other types of public events, are advised that they do require to have their own public liability insurance.