

# Useful Information

**Full compliance with these conditions are necessary to satisfy the requirements of the public entertainments licence.**

**Times of hire:** should be as accurate as possible. The hall keeper will open no earlier than 15 minutes before the start time and expect to lock up no later than 15 minutes after the end of let. All changes to time/dates must be made 14 days in advance, Failure to do so will incur a charge As indicated in the booking form, the access and departure times are inclusive of preparation and cleaning up.

Appropriate measure should be taken to ensure these times are ideal to for example if the higher time of 18:00 – 0100 hours is requested the bar and disco should cease at 12:30 AM, to allow for “drinking up” and cleaning. If the booking exceeds the stated times further charges will be incurred. You may request via the Hall keeper (bookings coordinator) for access during the day to decorate or unload equipment. Times for this must be agreed with the hall keeper and will be subject to other booking requirements.

**Set Up Time:** By arrangement & if time is available before the hire, up to 2 hours may be allowed for set up of any event. Thereafter each hour will be charge at 50% of the hire rate.

**Kitchen Hire:** In hiring this kitchen, you agree that the personnel who will be involved in food handling are appropriately trained and/or supervised to carry out safe food procedures and that in addition you will operate an appropriate private food safety management system. The hirer must leave the kitchen in the condition it was found.

**Recoverable Deposits:** A recoverable CASH deposit of up to £250 will be required at the discretion of the halls committee – to be paid no later than 48 hours prior to the event taking place. In the event of Discos, dances & private parties where a higher degree of risk is likely to cause damage this deposit will be retained by the **AHC** until the hall keeper confirms that no damage resulted from the hire & that it was in a satisfactory condition. Deductions will be made as follows

- Hall left in an unsatisfactory condition – cleaning costs to be assessed, i.e., unreasonable cleanliness, large volumes of refuse not removed etc.

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- Damage to internal furnishings with repair costs to be assessed e.g., tables, chairs etc
- Damage to building finishes – repair cost to be assessed.

**Dispensing Alcohol:** The licence received from Perth and Kinross council must be displayed on the bar for the duration of the event

**Insurance:** Public Liability Insurance cover is required by all clubs, organisations and individuals who may, by their actions or omissions, cause others harm whilst in the building. If a hall user cannot or does not produce proof of cover, a fee will be levied for this purpose – 10% of the hall hire charge.

**Security:** AHC reserves the right to cancel any event where it considers appropriate arrangements are not in place to ensure the safety & enjoyment of those attending or the security of the facility.

**Stewarding/ Security staff:** Clause 12 in the conditions of let offers general information with regard to stewarding. Failure to comply with this clause for a special event being cancelled. Prior to the event commencing, the Hall-keeper will provide requisite advice on the positioning of stewards within the building & or its environs. The main responsibilities of stewards include:

- Ensure compliance with the Alyth halls committee's no smoking policy.
- Monitoring each fire exit
- Clearing any spillage or hazards to avoid accident, injury, or inconvenience
- Monitoring toilets for damage, cleanliness & the contravention of rules.
- Ensuring the building is evacuated in the event of the fire alarm being activated

If in the opinion of the hall keeper or an AHC's representative it appears an event is not under the full control of the organiser at all times either personally or via security staff the police will be called to assist in curtailing the event. Compliance with this will ensure the safety and enjoyment of users.

**Hall keeper responsibilities:** The Hall keeper and any AHC members retain authority over the building and any functions, and all requests made by him/her must be immediately adhered to.**Data Protection:** The information provided by you will be used solely in processing your application. In terms of the Data Protection Act 1998.

# Useful Information

You are entitled to know what personal information is held about you on payment of a fee of £10. Applications should be made to the secretary of the Alyth Halls Committee

## BAR USE PERFORMA

This Performa is intended to clarify conditions for consumption of alcohol in Alyth Town Hall.

1: There is a standing charge of £50. This is to:-

- a) Cover prior set up, for which access is granted without charge
- b) Use of Kitchen
- c) Extra work brought about by spillage etc.

2: The charge is not refundable and **MUST** be paid in advance.

3: It is the responsibility of the hirer to obtain a licence for such a bar from Perth & Kinross Council, and an hourly extension which may be required.

4: If alcohol is brought into the hall for a private event, then it is the responsibility of the hirer to ensure it is properly supervised and that ALL alcohol containers are removed after the event. **THE ALCOHOL MUST NOT BE SOLD OR MADE AVAILABLE TO ANYONE UNDER 18 YEARS OLD** (Under these circumstances, the £50 cover charge is waived,)

At this time certain restrictions are still in place and we would, therefore, ask that all organisers ensure that all hall users enter and leave the premises in a responsible and safe manner.

Alyth Town Hall has been furnished with QR codes and we would ask that event organisers ensure all attendees sign in using these. The Ogilvy Rooms will still require manual attendance lists.

The committee is aware that restrictions may change at any time. But would ask that the above is adhered to until further notice.

This form must be returned to the relevant hall keeper prior to first use of any hall to allow entry to the booked space.