ALYTH HALLS CONDITIONS OF LET

These Conditions of Let form a contract of hire and apply to all bookings for The Alyth Halls.
Full compliance with these conditions is necessary to satisfy the requirements of the public entertainments license.

It is important that you read these Conditions of Let fully, as they require you to accept specific responsibilities and liabilities. It is your responsibility to fully understand what is required – please ask the Booking Secretary if you are unclear.

The Contract of Let takes effect from receipt of full payment.

General

- Any part of the building is available for hire for any lawful purpose, but the Halls Management Committee reserves the right to refuse a booking request without giving any reason.
- Bookings for Children's Birthday parties are accepted at the Hall Management Committee's discretion, and on the condition that the Hirer is in a supervisory capacity.
- In the event of a dispute arising regarding a booking/hire, the Hall Management Committee's decision will be final and binding.
- The Hall Management Committee reserve the right to cancel the booking in the event of
    1. The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
    2. The Hall Management Committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.
    3. The premises becoming unfit for the use intended by the Hirer.
    4. An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.
    5. The introduction of UK or Scottish Government Guidelines or Restrictions or legal requirements that mandate the closure or The Hall or the prohibition of certain types of events (e.g. Covid restrictions).

In any such case the Hirer shall be entitled to a refund of any monies already paid, but the Hall shall not be liable to the Hirer for any resulting

direct or indirect loss or damages whatsoever and its liability is restricted to the refund of said monies already paid.

- The Hall Management Committee reserve the right to amend the Contract of Let and Schedule of Hire Charges at any time.

- **Under the terms of the Hall's Public Entertainment Licence, public events at the Hall should end by 10pm at the latest. Any request beyond that time will be considered on an individual basis.**

Charges & Cancellations:

- **The hire charge must be paid to the Hall Treasurer in full at least seven days prior to the date of hire.**
- Access to the Hall will not be granted without payment being made (NB: for payment for hire by cheque you must allow a period of an additional five working days in order that cleared funds are available seven days prior to hire commencing).
- The exception to the above is strictly for Regular User Group Hirers who will be invoiced quarterly in arrears, also Clubs and known individuals who have booked the Hall on a number of occasions previously, who will be invoiced monthly in arrears at the discretion of the Hall Treasurer. Payment terms are strictly 14 days from the date of invoice.
- For wedding receptions and longer or bespoke hires the rates are to be agreed separately with the Bookings Secretary.
- Hirers may cancel bookings by giving at least one week's notice.
- Cancellations made with less than one week's notice are liable to a payment of the whole hiring charge.

Recoverable Deposits

- A recoverable deposit of up to £500 will be required at the discretion of the Halls Committee. This is to be paid at the same time as the hire charge – 7 days prior to the hire.
- The Hall should be left as it was found and all lights switched off.
- Any damage to the Hall premises or grounds, or any breakages of equipment or crockery must be reported to the Hall Keeper and paid for.
- The Hall Committee reserves the right to invoice for additional surcharges, e.g. for cleaning if the Hall is not left in a suitable condition or if breakages are not reported.

Licensing:

- **The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.**
- Alyth Halls holds a Public Entertainment Licence. It does not hold an alcohol licence.
- The Hirer is responsible for ensuring any licences which may be required are in place and the conditions of such are adhered to (e.g. alcohol, gambling, trading or food hygiene). Hirers should ensure that they have the appropriate premises licences for any hire to show films. If required, please contact Perth & Kinross Council Licensing Department for advice on requirements.

Hall Keeper's responsibilities:

The Hall keeper and AHC committee members retain authority over the building and any functions, all requests made by them must be immediately adhered to.
Full compliance with these requests is necessary to satisfy the requirements of the public entertainments licence.
If in the opinion of the hall keeper or an AHC representative, it appears an event is not under the full control of the organiser at all times either personally or via stewards, the police will be called to assist in curtailing the event. This will ensure the safety and enjoyment of users.

Stewarding - Main Responsibilities to Include:

- Ensuring compliance with Alyth Halls Committee's no smoking policy
- Monitoring the fire exits
- Clearing any spillage or hazards to avoid accident, injury or inconvenience
- Monitoring the toilets for damage and cleanliness
- Ensuring the building is evacuated in the event of the fire alarm being activated.

Prior to the event commencing, the Hall-keeper can provide advice on the positioning of stewards within the building & or its environs.

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

Privacy:

Data Protection – the information provided by you will be used solely in processing your booking application, in terms of the data Protection Act 1998.