

Roseisle and District Hall Conditions of Hire

If the hirer is in any doubt about meeting these conditions, **please clarify with the Hall Contact given on your booking form before making your booking.**

Before the Hire Period

The hirer shall be responsible for

- obtaining licences that may be needed for the consumption or sale of intoxicating liquor and from the Performing Rights Society,
- ensuring that arrangements are made in advance so that the conditions of licences and all other regulations relating to fire safety, health & safety and food safety can be met during the hire period. (see Appendix)

If the hirer wishes to cancel the booking before the date of the event, the payment of the fee shall be at the discretion of the committee.

During the Hire Period

The Responsible Person will, during the hire period, be responsible for

- the care and safety of the hall,
- the care, safety and behaviour of everyone using the premises, and protection of children and vulnerable adults at all times,
- due consideration of the Hall's neighbours at all times, including no loud music in the hall or noise in the grounds after midnight and proper supervision of car parking arrangements so as to avoid obstruction of the road,
- observing the conditions of licences and all other regulations relating to fire safety, health & safety and food safety (See Appendix)

The hirer shall not sub-let or use the premises for any unlawful or unauthorised purpose.

End of the Hire Period

The Responsible Person shall be responsible for:

- leaving the hall and grounds in the pre-hire condition,
- replacing any contents temporarily removed from their usual positions,
- placing all rubbish in the bins provided, appropriately separated for recycling.

The hirer shall pay for the cost of repair of any damage done during or as a result of the hire. The management committee reserve the right to levy an additional cleaning charge if the hall is not left in the pre-hire condition.

If it has been agreed with the hall contact that the hall will be left secure, the Responsible Person will

- close all windows,
- turn off all lights and heating,
- ensure all taps are turned off,
- lock all doors and put the key in the agreed place.

APPENDIX to Conditions of Hire

Fire Safety

The Responsible Person must make themselves aware of the emergency fire action plan, on the kitchen noticeboard, and ensure that

- everyone in the hall, especially children, are made aware of the fire exit and assembly point locations,
- sufficient stewards are available who know their responsibilities for evacuating the hall in event of fire,
- arrangements are in place for anyone with poor mobility or disability to safely leave the hall in event of fire,
- they have access to a mobile phone for contacting the fire service (the nearest public telephone is in Burghead),
- no cars are parked to block the fire exit at the disabled entrance,
- the designated smoking area is used by all smokers,
- fire exits are not blocked at any time,
- the maximum capacity of persons in the hall for fire safety is not exceeded.

The Responsible Person may want to consider making a register of attendees in case of fire.

The maximum hall capacities are:

Dancing only 128

Seated at tables 90

Combination of above 109

Closely seated 104

Health & Safety

The Responsible Person shall ensure that

- spillages are cleaned up immediately using the equipment provided,
- the stepladder is used safely and by referring to the guidance attached to the stepladder,
- arrangements are made if necessary for control of parking to ensure the safety of everyone, especially children, using the hall,
- portable electrical equipment brought into the hall is safe for use,
- they are familiar with the location of the fuse box and how to switch off the electrical supply in an emergency,
- tables and chairs are stacked carefully to avoid collapse.