



Brighter Horizons Centre – Conditions of Hire

1. Applications and Payment for Hire

1.1 Application for Hire must be made by individuals over the age of 25.

Applications for hire of the hall must be made completing the appropriate form with all the necessary information supplied. The period of hire should include any times when access is required to set up and take down equipment or arrange furniture etc. The hirer will be responsible for setting up and taking down equipment. Use of the hall is subject to confirmation of the hire from the Hall Committee and adherence to all these conditions plus any additional terms that the Hall Committee may impose to take account of the special nature of certain hires.

1.2 The Hall Association reserves the right for a member of the Committee to attend during a hire to check confirmation of the booking and compliance with the conditions of let. Hirers must ensure that the named individual on the application form, or a nominee notified in advance to the Hall Committee, is present throughout the hire period.

1.3 A deposit should be made when confirmation of the hire has been received. Full payment will normally be required before the hire takes place. Failure to make payment on time may result in cancellation of the booking and will normally result in future applications being declined.

1.4 Bookings may be cancelled up to 14 days prior to the event without penalty. Bookings cancelled less than 14 days before the event will normally incur a charge of 50 per cent of the hire cost. Bookings that have not been cancelled, even though the event does not take place, will normally result in the full hire cost being levied. Further bookings will not be accepted until all outstanding payments have been received. An exception may be made, at the discretion of the Hall Committee, when unforeseen circumstances causes a last minute cancellation

1.5 The Hall Committee will endeavour to ensure that the hall is ready for use but will not accept any responsibility for any breakdown, leakage or damage that cannot be repaired before or during a hire. In such an event, and if the Hirer is not responsible in any way for the disruption, any money paid by the Hirer may be refunded.

1.6 The Hall Committee reserves the right to refuse any application for use and to cancel a booking at any time but will only do so when it is considered necessary. In the event of cancellation, the Hall committee will give reasonable consideration to refunding any monies previously paid by the Hirer.

1.7 In the event of inclement weather of any kind, the Hall Committee is not responsible for any damage to persons or property whatsoever however caused should the hirer decide to continue with the planned use of the hall.

2. Statutory Requirements

2.1 Anyone hiring the hall is responsible for checking any statutory duties pertaining to the event or activity they are organizing and must comply with any such statutory duties, for example in relation to licensing and child protection. Hirers are advised to contact the Law and Administration Service of Aberdeenshire Council if they require guidance. Hirers should be aware that there is no smoking



on these premises at any time. Hirers should also be aware that the hall must be vacated by 1.00 am.

3. Insurance

3.1 The Hall Association holds public liability insurance; however, those hiring the hall are advised to check whether they require their own insurance cover for events or activities taking place during their periods of hire.

4. Security

4.1 Hirers are responsible for picking up and returning keys to a member of the Hall Committee. Hirers must ensure that all doors and windows are secure before leaving the premises and returning keys. The cost of making good any damage or loss that occurs as a result of hirers failing to secure the premises will normally be re-charged.

5. Supervision and Conduct of Users

5.1 The hirer will be responsible for the conduct of all users during their periods of hire. This will include providing appropriate and adequate supervision. Failure to ensure proper supervision or complaints about the conduct of users may result in further applications being refused.

5.2 The number of users must not exceed any limit imposed by the Hall Committee for particular hires and must never exceed the limit set by the Fire master.

5.3 Emergency exits must be kept clear at all times and access to safety equipment such as fire extinguishers must be maintained.

5.4 If a large number of attendees is expected at an event then the hirer should consider appointing a person to supervise parking in order to ensure that the available car parking space is utilised to maximum efficiency.

6. Use of Equipment

6.1 Approval from the Hall Committee must be sought for the use of any additional equipment during periods of hire. Any electrical equipment must have been tested and certification of compliance with safety standards must be produced.

7. Damage

7.1 Any damage to the premises or to fittings, furniture and equipment arising during a period of hire must be notified to the Hall Committee immediately. Hirers will normally be held responsible for meeting the cost of repairing damage or replacing items that cannot be repaired.

8. Cleaning

8.1 The Hall Committee will ensure that the hall is in a clean and tidy condition prior to a period of hire. Hirers should ensure that the hall is left in a tidy condition after their use including the removal of any rubbish that cannot be contained in the receptacles in the hall. Any additional cleaning which the Hall Committee has to arrange as a result of the premises not being left clean and tidy will result in a charge of £10 per hour for the cleaning that is required, plus the cost of any materials or equipment that have to be used.



9. Emergencies

9.1 In the event of an emergency, hirers should notify the emergency services immediately and contact a member of the Hall Committee as soon as possible.

10 Health and safety

10.1 The hirer should ensure that on arrival all attendees are made aware of the positions of all fire and emergency exits as well as the procedure to be followed in case of fire. NOTE: The fire alarm is not connected to the fire station, so in case of fire the emergency services must be called by dialing 999.

10.2 Visitors must observe the "No Entry" signs in the car park for their own safety.

10.3 If food is to be prepared for a public event then this should be supervised by a suitably qualified person ideally holding a food hygiene certificate.