

Howgate Village Hall Booking Form

Applicant:..... **Organisation (if relevant):**.....

Home Address:.....

..... **Post Code:**.....

Daytime telephone number:..... **Evening telephone number:**.....

E-mail address:.....

Facility requested: **Main Hall**..... **Meeting Room**..... ***Full kitchen usage**.....
(Tick as appropriate. See overleaf for scale of charges).

Date(s) requested:

Day	Date	Time from:	Time to:

For repeated lets please specify clearly

e.g. Wed 5th Dec to 26th June 2013 but NOT 24th/31st Dec. Time 6.00 – 8.00 pm.

Day	Date	Time from:	Time to:

Brief description of event (s):.....

Intended participants:.....
(e.g. children aged 8 – 12 years. Adult group)

Do leader have current Disclosure Scotland/PVG approval? **YES/NO** (please circle as appropriate).

Note: If any proposed event involves children under 16 or other vulnerable groups, leaders will be required to apply for registration with Disclosure Scotland. Allow at least 1 month for registration. If unsure whether approval will be required, please contact: Rosemary Marwick on 01968 672277.

Person in charge of event/organisation

I have read the Howgate village Hall Association Conditions of let document and agree with its provisions. I declare I am over 18 years of age and that I accept liability for any charge made by Howgate Village Hall Association in respect of this application, including additional charges as specified in Conditions No. 5.

I will familiarise myself with the fire regulations and will ensure that all participants t the events (s) will be informed of the position of fire exits and fire assembly area.

Name of applicant..... Signature of applicant..... Date.....

Completed form should be sent to.....normally 1 month in advance.
(Note: A deposit may be required and, in the event of cancellation, may be forfeited. See No 22 of Conditions)

Howgate Village Hall Association

Scale of Charges

There are two separate areas available for let: 1) Main Hall 2) Meeting Room

Charges vary according to the type of use.

A "community" user is defined to be a resident of the catchment area recognised by Midlothian Council for Community Council purposes (Map available on request).

1. Community Organisations

These include, for example, the Howgate Community Council and the Rural Institute. Charges will depend on the proposed usage and will be negotiated with the HVHA committee.

2. Community use (individuals or groups)

For Main Hall or Meeting Room

- Private social, fund-raising or instructional use: £12.00 per hour (£___ for both rooms)
- Commercial use £ per hour (£___ for both rooms)

Casual use of the kitchen (e.g. tea-making) is available free of charge.

Full use of kitchen carries a supplementary charge of £10.00 per hour.

If full kitchen use is required for only part of the letting period, please make this clear on the booking form. Charges will relate only to usage.

(See No.18 of Conditions regarding necessary qualifications for kitchen supervision).

3. Non-community use.

For Main Hall or Meeting Room

- Private social, fund-raising or instructional use: £18.00 per hour (£___ for both rooms)
- Commercial use £25.00 per hour (£___ for both rooms)

Casual use of the kitchen (e.g. tea-making) is available free of charge.

Full use of kitchen carries a supplementary charge of £10.00 per hour.

If full kitchen use is required for only part of the letting period, please make this clear on the booking form. Charges will relate only to usage.

(See No.18 of Conditions regarding necessary qualifications for kitchen supervision).

Notes

- The management committee of Howgate Village Hall Association reserves the right to vary the above charges in agreement with the Lessee(s).
- A deposit may be required and, in the event of cancellation, may be fully or partially retained. (See No.22 of Conditions of Let).

Howgate Village Hall Association

Conditions of Let

1. Activities must be consistent with the purpose detailed on the booking forms issued by Howgate Village Hall Association (HVHA). The HVHA Management Committee will be responsible for decisions regarding the interpretation of these conditions, and will resolve any conflict that may arise concerning the booking and usage of the main hall and meeting room.
2. One of the persons hiring the hall must take responsibility for agreeing to these conditions and is required to sign the booking form. This person is termed the “lessee” in the following conditions.
3. Lessees must ensure that at least two responsible people* are present during each let. Lessees must ensure that their groups carry out and supervise any activities in accordance with appropriate rules and safety recommendations of the governing bodies of the activities concerned. (*A code of practice covering groups working with children and young people is available and Lessees must adhere to the conditions. **In particular, it may be necessary for the lessee and/or other to be approved by Disclosure Scotland.** This can take at 1 month and potential lessees should allow time for this in planning the date(s) of their activities.)
4. Lessees must ensure compliance with all relevant health and safety legislation.
5. Lessees are responsible for ensuring that no damage occurs to the fabric of the building. Lessees are liable for the cost of any necessary repairs or additional cleaning following lets. The HVHA management committee shall determine whether repairs/cleaning are necessary.
6. The HVHA does not accept any liability for loss, injury or damage sustained by Lessees.
7. Lessees must not leave equipment etc. on the premises either before or after a let without the express permission of the HVHA management committee.
8. Smoking is strictly forbidden in Howgate Village Hall.
9. The consumption of alcoholic drinks in Howgate Village Hall may be allowed. However, the sale of alcoholic drinks is not permitted unless the Lessees obtain THE NECESSARY Licence.

Lessees must not sell tickets or received any other form of consideration or the functions would require licences under the Licensing (Scotland) Act 1796. Lessees are wholly responsible for the removal of bottles and related articles at the end of any such functions.

Lessees must advise HVHA if they wish to hold licenses functions in the Village Hall and the following conditioned apply if the HVHA gives permission:

- a) No other groups are in the Village Hall at the same time unless they are kept completely separate.
- b) Lessees are responsible for supervising entrances and doors that give access to functions and must ensure active maintenance of supervision throughout the duration of the functions.
- c) The HVHA must approve the area used for the site of the bar facilities.
- d) Bar stock cannot remain in the Village Hall overnight.
- e) Lessees are responsible for obtaining appropriate licences.

10. Lessees must ensure that group members comply with the instructions of HVHA committee/employees at all times.
11. The HVHA will normally give Lessees at least seven days' written notice of any cancellation.
12. The HVHA must normally receive at least seven days' written notice of any cancellations or alterations or the Lessee may be liable for the full letting charges.
13. The Village Hall is normally available from 0900 hours, and functions will normally finish by 2300 hours.
14. Lessees may only gain access to the Village Hall at the commencement time shown on their booking form and must be completely clear of the Hall by the finishing time shown on it.
15. The HVHA may permit discotheques and dances in the village hall. A ration of at least one supervising adult (over 21 years old) must be present throughout the let for every fifteen people attending the function. This ration is subject to adjustment following consultation between users and the HVHA, An appropriate proportion of supervisors must be female.
16. Permits for music and drama groups do not provide for the admission of an audience unless specified in the applications.
17. Lessees must ensure that groups must keep the noise within a reasonable limit and comply with the instructions of HVHA staff.
18. The HVHA shall provide toilets, heating, lighting and appropriate seating and necessary tables. Kitchen facilities such as sink or kettle for making tea/coffee etc may be used without charge but should be left clean. *Full use of Kitchen facilities will be charged for. Lessees shall arrange for a catering supervisor with an appropriate Health and Hygiene certificate to be in attendance when full use is made of the kitchen or kitchen equipment. Lessees shall meet the cost of such supervision.*
19. Lessees must ensure that their groups do not use any other equipment or fittings apart from the aforementioned in clause 18.
20. Lessees are completely responsible for satisfying any conditions imposed by the Theatres Act 1968 or under the Performance Regulations and obtaining the necessary licences, performing rights and copyright for any performances given. The Village Hall is offered for let as seen at the time of application. The HVHA will not undertake any work to accommodate special activities.
21. Booking forms are available from the HVHA. Groups must renew applications for recurring lets. Booking forms for single lets and for recurring lets should normally reach the HVHA at least 2 weeks before the event. The HVHA management committee will prioritise let applications if it receives several for the use of the same facilities at the same time.
22. Lessees shall receive invoices from the HVHA where appropriate. Charges may include a deposit, which must be paid in advance. Lessees must not pay any HVHA staff.
23. Lessees must acquaint themselves with the fire regulations; know the location of the fire exits and fire-fighting equipment. All lessees must familiarise themselves with the location of the assembly area.