

# **Ballachulish Community Association**

## **Letting contract for Ballachulish Village Hall**

- 1 Lets will not be accepted more than 6 months ahead, with the exception of regular clubs and organisations. The Hall Committee and their representatives have the right to refuse any request.
- 2 There is a No Smoking Policy in all parts of the Hall.
- 3 The maximum number of people allowed in the Hall is 150.
- 4 **The hire charge in force at the date of the function will apply.**
- 5 **Hire fees/balance are to be paid before the date of the function.**
- 6 Hirers will be responsible for laying out tables and chairs immediately prior to the let and clearing away immediately after as arranged with the Committee's representative. Care must be taken not to drag furniture on the Hall floor. No decorations or other items to be attached to the walls of the Hall. There is a fitted pelmet and wooden bar around hall for this purpose. Cooking food and selling it in the hall is not allowed.
- 7 Hirers are responsible for security. They will ensure that all parts of the Hall they have used are left in a clean and tidy condition immediately after the event. At the end of the function all windows and doors are to be locked shut, all electrical appliances and lights (including external) to be switched off. Arrangements for entrance and exit to be made with the keyholders.
- 8 **A non-returnable deposit of 50% of the current Hire Charge will be required at the time of booking.**
- 9 All parties using the Hall do so at their own risk. The Hall Committee will not be responsible for any loss, damage or injury sustained by hirers.
- 10 Hirers must familiarize themselves with the attached fire procedures and are responsible for ensuring all occupants are briefed on the same.
- 11 Any Hirers responsible for children other than their own within the hall must meet the statutory obligations re Child Protection – Disclosure Scotland
- 12 Hirers are responsible for any losses or damage caused to the Hall during the period of hire. Hirers are also responsible for cleaning the hall after use. The Hall Committee reserve the right to deduct money from the hirers deposit should any additional cleaning be required.
- 13 The sale of alcohol will only be allowed when a licence has been obtained in advance from the Licensing Authority. The licence and list of prices must be displayed at the bar and the users must fulfil all legal requirements for the licence.
- 14 **A charge of £100 returnable deposit will be required from all users to cover any costs incurred in failing to meet the conditions of Let or uninsured damage arising from the let.**

All hirers must complete the form below and deliver same with deposit(s) to the Treasurer,  
Isobel Robertson, Tel. 01855 811448

I have read and accept all the conditions of let and the attached fire procedures

I .....

will be the responsible person during the

let/s on.....

.....

Signature .....

Print name and address .....

.....

Hire Deposit Received.....

Returnable deposit received.....

Returnable deposit returned.....

Deductions from returnable deposit for damage/cleaning.....

Signed.....

On behalf of Ballachulish Community Association

Signed.....

On behalf of Hirer

Date.....