



Crail Community Hall (CCH) Booking Conditions – August 2022

When booking Crail Community Hall

1.1. A booking form will be provided (preferably by email) when a booking is made. The booking form must be completed and returned to the Booking Secretary. (Regular users need only fill in once, but all dates must be provided on the form). The person who signs the booking form shall be deemed to be the lessee. All Lessees must be aged 18 years or over.

1.2 Regular lets will be sent an invoice at the end of each month.

1.3 Casual lets such as parties, weddings, one-off meetings and events, will be sent an invoice at the time of booking. This should be paid in full 14 days prior to the date of the event.

1.4 Payment to be made by Bank Transfer (payment details will be sent with confirmation/invoice No Cash at the hall please.

1.5. Should you need to cancel your booking you must give CCH not less than 14 working days' notice, otherwise you may have to pay in full. For certain events you will be asked to provide a deposit (please see Commercials clause 4.1). A £100 deposit is not refundable in case of cancellation. Otherwise, it will be refunded after the event if the hall is returned in satisfactory condition.

1.6 You will typically be allowed to access the room(s) or building 15 minutes either side of the times of hire with no charge. Any further time required for preparation, setting up or dismantling your event will incur an additional charge.

1.7 The Crail Community Hall (CCH) reserves the right to refuse any booking application.

Your Event

2.1 Please see the capacity numbers allowed at each type of event in each room. These will be agreed when signing the Booking Form. Numbers are in line with fire regulations and, for your safety, should be adhered to. (See www.crailcommunityhall.co.uk)

2.2. Organisers of events catering for persons under the age of 21 will make adequate arrangements for responsible adults to be in charge throughout the event.

2.3 Should you plan to serve alcohol at your event, you will ask the licensee to submit an application to the Clerk of the Licensing Board for a special license. You must do this at least SIX WEEKS before the date of your event. You will need to provide the license to CCH prior to the event. All licensed bars and catering shall finish at least half an hour before the end of your function. All stock and equipment must be removed within an hour of your event finishing. If it is necessary to leave items in the premises they shall be stored as per CCH instructions and at your risk. The items must be uplifted as soon as possible and agreed by.

To comply with Fife Councils Entertainment Licence all music must stop at midnight therefore the Bar Licensee would be advised to close the Bar at 11:30pm. The Band/DJ can announce this at 11:15pm

BYOB does not require a license but CCH must be advised in advance of any such event.

2.4 Anyone found to have used or allowed the use of drugs or any other banned substance will be reported to the police.

2.5 Please make yourself familiar with the Hirer's Information Pack containing policies and procedures, which will be emailed to you in advance of your event. This will ensure that the Hall is safe for you and your users and left as you found it. It is your responsibility to read this information and to ensure that all users of the Hall at your event/club know the rules of the Hall as well as what to do in event of a fire or accident.

2.6 You are responsible for ensuring that any potential risks associated with an activity are assessed. Where you identify a risk you must ensure you take appropriate action to eliminate or reduce it. If CCH considers your event to be high risk, you will be asked to come in and perform a Risk Assessment with the building Supervisor. Please contact CCH if you have any concerns with your event. Any hire involving inflatable equipment is considered high risk and cannot be confirmed until all relevant documents and agreements are in place.

2.7 CCH will recover all charges from you on behalf of the Performing Rights Society/Phonographic Performances Ltd.

2.8 At the start of the let you will be made aware of the fire extinguisher points and fire exits, it is then the duty of the lessee to pass this information on to others attending the event at the start of the event.

2.9 A Fire Safety Briefing should be read out at the start of the event.

2.10 The CCH shall not be responsible for any loss to the lessee or any third party due to any circumstances whatsoever, whether or not caused by negligence on the part of the CCH which may cause the subjects to be closed or the hiring thereof to be interrupted, postponed, cancelled or adversely affected in any way.

2.11 The CCH shall not be liable for any loss or damage to property situated in or around the subjects, belonging to the lessee or third parties, or for any loss, damage injury or death arising as a result of any activity or activities carried out in, or around the subjects by the lessee or third parties. The lessee shall indemnify the CCH in respect of any such claims for the loss, damage injury or death.

2.12 The lessee shall indemnify the CCH against damage to the subjects and fittings, fixtures or equipment therein, caused during the period of let or arising for the let.

2.13 The CCH shall at all times be given full access to all parts of the subjects during the period of let and shall have authority to issue instructions to the lessee in order to ensure compliance with regulations governing any let. The lessees shall comply with all these said instructions.

2.14 You are required to arrange appropriate insurance to cover loss, theft or damage to your property, CCH or members of the public and to cover death or injury to persons in the hall during the period of hire. It is your responsibility to make your insurers aware of any changes to your activities.

2.15 CCH has third party liability insurance. Any claims for loss, theft or damage will be investigated and CCH may not be held liable.

The Hall – Your Responsibility

3.1 Please respect Crail Community Hall. It is owned by the Community of Crail and managed by volunteers.

3.2 The Hall will be provided in a clean and tidy condition. It is the responsibility of the person who made the booking to see that it is left in the same condition at the end of the let and to use the End of Session Checklist provided in the Hirer's Pack.

3.3 Any damage will be the responsibility of the lessee and will be charged at cost for repair or replacement. A deposit of £100 will be used to cover those costs. Should the costs exceed the deposit the balance will be invoiced and it is the lessee's responsibility to claim against their insurance.

3.4 Should any remedial work be required as a result of the hire, the hirer will be charged the commercial hourly rate for this to be carried out.

3.5 Crail Community Hall is a no smoking area. Smoking is strictly forbidden in the hall.

3.6 No candles, naked flames or fog machines are permitted. No inflammable or combustible substances shall be allowed within the subjects without prior written consent of the CCH.

3.7 At no time should any fire door be wedged open or blocked.

3.8 Anyone or any group found to have tampered with or disconnected a fire alarm/fire fighting equipment will be banned from using the premises in future and will pay for any damage to Hall or equipment.

3.9 Nothing will be put on the walls/floors or any equipment used which might contravene fire safety. All electrical appliances brought into the Hall should have a current Portable Appliance Test (PAT) sticker attached.

3.10 No work shall be carried out by any user or employee of the hall out with the agreed remit until consultation has taken place with the CCH and the necessary risk assessment carried out.

3.11 All events will finish by 12:00 midnight. Music and bar to stop at 11.30. The doors will be locked no later than the agreed time for the event. All remaining on premises will be asked to leave at this point. It is the Hirers responsibility to ensure that there is no disturbance to neighbouring properties.

3.12 You must report any accidents; dangerous occurrences or near misses to the CCH as soon as possible after the incident.

3.13 You must remove all rubbish created at your event and it is your responsibility to dispose of/recycle this.

3.14 The lessee shall provide a sufficient number of competent stewards where it is deemed necessary to preserve order both within and out with the subjects.

3.15 The subjects must be cleared by the finishing time stated on the booking form and all appropriate equipment, including bar facilities, must be removed promptly. Failure to do so shall result in a penalty of up to £200 may be applied if this is not adhered to.

Commercials

4.1 In the event of cancellation by the lessee, a charge may be levied and that charge will be determined by the length of notice given.

Within one week - 100% of event cost

Within two weeks - 50% of event cost

A £200 deposit is not refundable in case of cancellation. Otherwise, it will be refunded after the event if the hall is returned in satisfactory condition.

4.2 For all casual lets there will be £200 deposit which will be retained as a cleaning/damage deposit which will be returned in full 5 working days after your departure under condition that no damage is reported or cleaning is required.

4.3 Certain types of lets, for example those, which include discos, live bands and lets of an extraordinary nature, may be subject to additional terms and conditions as the CCH may think fit.

4.4 The CCH reserved to right to 'stand down' any group, organisation or individual making regular use of the facilities in order to make way for any let the CCH deem necessary. In such an event, the lessee will be offered full repayment of fee paid to the CCH for the let, if paid in full, or at the option of the CCH, a mutually acceptable alternative date or venue. The CCH shall not be liable for any loss whatsoever caused thereby.

4.5 Notwithstanding the terms of Clause 3 above, the CCH may cancel a booking at any time. In the event, the lessee shall be entitled to the return of the full amount paid by way of hiring charge. The CCH shall not be responsible for loss or expense howsoever incurred by the lessee or any third party in consequence of such cancellation.

4.6 The CCH reserves the right to amend all charges without prior notice to the lessee. An annual review of charges may be implemented on 1st April each year and the new charge shall be applied to all lets occurring thereafter notwithstanding that the booking may been made prior to the review.

Data Protection

5.1 Your information is important to us. We will use your data to contact you about your booking. We will not use your data to send you marketing information. We will keep your data for the period of your booking and for twelve months after. We will not share your data with any third party without lawful basis. Your data will be kept securely and only a limited number of staff will have access to it. We will review our policies and procedures regularly to make sure your data is always protected. You can email or write to us to request a copy.