



GULLANE COMMUNITY ASSOCIATION
Scottish Charity No SC0000497

Terms and conditions for the hire of Gullane Village Hall

Thank you for your interest in booking Gullane Village Hall. To help us keep the hall in good condition and retain good relations with our neighbours, we ask that you read these terms and conditions and accept them with your booking.

Making a booking

- **A booking form is required for all events and activities in the hall.** Copies can be downloaded from www.gullanevillagehall.org.uk or by emailing gullanevillagehallbookings@gmail.com.
- **Payment in full must be made to secure your booking.** This must be made at the time you book either by cheque or bank transfer. Please see the booking form for full details.
- **There are two payment rates: the standard rate and the charity rate.** The charity rate is available to registered charities, not-for-profit organisations and constituted local community groups, at the trustees' discretion.
- No bookings will be accepted for 18th birthday parties or events involving exotic dancers.

Fire, health and safety requirements

- It is your responsibility to familiarise yourself with the **Fire Exit Plan** – you will find copies on the walls around the hall - and ensure the safety of your user group.
- **Maximum capacity numbers for the hall** have been determined by East Lothian Council Fire Safety Officer, depending on the layout used. For everyone's safety, these numbers must be adhered to. We can provide you with examples of approved seating and layout plans for different types of events which meet safety requirements.
- For most public events, because Gullane Village Hall is an unstaffed venue, we recommend that you produce a **risk assessment** to identify and address any potential hazards in advance. We can provide you with a template for this and give you advice if you need it.
- If you are holding an event that is for profit, ie you are a business or a company, you must ensure that you have your own **public liability insurance** in place to run your event.
- If you are providing **heated food** at your event you must tell us at the time of your booking. To comply with health and safety requirements, we will send you a form to complete and leave in the food form folder in the kitchen.

The Village Hall, Hall Crescent, Gullane EH31 2HA
www.gullanevillagehall.org.uk
gullanevillagehallbookings@gmail.com | 07789 324656

On the day of your event

- The **heating temperature** can be set as required. You will find a thermostat and instructions on how to set it on the wall of both the main hall and the small hall. Please return the temperature to 15° before you leave.
- **Rubbish** should be bagged and left in the wheelie bins outside. If there is not enough space for all your rubbish in the wheelie bins, it is your responsibility to take it away and dispose of it.
- There are glass recycling bins in the hall car park. For evening events, because of the noise, **please do not put glass in the recycling bins after 10pm**. Recycling can be stored in the small hall if required for you to recycle the following morning. Due to afternoon bookings in the hall, this must be done **by 12 noon at the latest**.
- After your event, chairs should be stacked six deep (maximum) along the big window wall and the extra chairs in the cupboard in the main hall. This reduces the high level of stacking in the cupboard and is important in keeping everyone safe. If you are using the transporting trolley, chairs should be stacked sideways.
- Please **return the hall key immediately after your event** by posting it through the kitchen letterbox, unless otherwise agreed with the Bookings Secretary.
- **Please leave the hall as you find it ready for the next user**. We provide a box of cleaning materials in the kitchen, and a mop and brush for use on the main hall/small hall/stage is stored in the chair cupboard in the main hall. Before you leave, please check that all lights are out and the heating is set to 15°.
- If the hall is not left as you found it, **you may be charged for any additional cleaning that is required, or the removal of rubbish, or any damage**.
- The Hall Trustees cannot be held responsible for any loss or damage to personal items. Please make sure you have the necessary insurance for this.

Cancellation policy

- If you cancel up to four weeks before your booking date your full payment will be refunded; up to three weeks 75% of your full payment; up to two weeks 50% of your full payment; up to one week 25% of your full payment; and less than a week no refund will be due.

We hope your event goes well and that you will use the hall again in the future.