



Moffat Town Hall
High Street
Moffat
DG10 9HF

☎: 01683 221102

✉: moffathall@gmail.com

🌐: www.moffattownhalltrust.co.uk

TERMS AND CONDITIONS OF LET

Finance

1. All bookings to the Town Hall must be made on a booking form which is available from the Town Hall or via the Trust Website. Bookings can be taken to the Town Hall or can be e-mailed.
2. Where multiple bookings are made, only 1 booking form needs to be completed.
3. Bookings remain provisional until full payment is made; should another party be looking for a booking at the same time, then confirmation of the booking and full payment will be required to confirm a final booking.
4. For bookings in excess of £100 a 10% non-refundable deposit will be required at the time of booking.
5. In the event of cancellation, the following scale of charges will be levied:
 - Cancellation more than 3 months prior to event: 50% of total costs
 - Cancellation less than 3 months prior to event: full costs
 - If it is possible to relet the Hall, the charges indicated above will not be levied.

Payment

1. Full payment is required prior to the event, unless agreed otherwise with the Trust.
2. The Trust will issue an invoice and payment can be made by cheque, cash or BACS payment to the Trust.
3. All bookings include VAT at the current rate

It should be noted that Dumfries & Galloway Council Customer Services can no longer take payments on behalf of the Trust.

Other Financial Issues

1. Where a bar is to be provided, or other 'high risk' bookings, the Trust reserves the right to request a bond of £250 against accidental damage. This should be in the form of a cheque which will be held in reserve and will be returned to the booking person post event unless damage has occurred. In the event of damage being sustained, the Trust will agree with the Booking Organisation the sum to be deducted from the bond held.
2. Under the conditions of our Insurance Policy, we are required to ascertain whether the Booking Organisation has its own Public Liability Insurance.
3. PRS / PPL: The Trust is registered for the playing of recorded, or performance of live, music. There are no additional costs for the Booking Organisation related to this.
4. The Trust **does not** have a TV Licence. The watching of TV broadcasts on any medium is thus not permitted, either by hirers of the Hall, or by those who work in the Hall.

Responsibilities

Responsibilities of the Trust

1. The Trust will provide the facilities of the Hall, and any additional requirements, as agreed at the time of booking.
2. The booked room[s] will be laid out as requested.
3. The Hall will be clean and adequately heated and lit.
4. Hirers will be given induction to access and safety requirements of the Hall, including what to do in the event of fire.
5. Contact numbers will be given should an untoward incident arise during an event.
6. Where requested and appropriate, the Trust will help advertise events. However, the costs of materials will need to be met by the hirer [other than a poster placed in the Hall notice board].
7. Where a problem exists which is deemed to be the Trust's responsibility, the Trust will endeavour to rectify it as speedily and fairly as possible.

Responsibilities of the Hirer

1. The Hirer will ensure that they are covered for all relevant legislation [e.g. Health and Safety, Food Hygiene, Protecting Vulnerable Groups] whilst using the Hall
2. The Hirer will take all care to avoid damage to the fabric and contents of the Hall.
3. The Hirer must inform the Trust where such damage occurs so that appropriate action can be taken.
4. The Hirer will provide all necessary information on the booking form, including insurance details, and the name of the 'responsible person'* for the event.

* This will be the person who will be present and will take charge of the event.

5. The Hirer will pay fees in advance of the event, unless otherwise agreed with the Trust.
6. A 'floor plan' or other indication of room layout must be provided at least 2 weeks in advance for the caretaker.
7. The Hirer will vacate the Hall promptly at the end of the booked period *[there are often other events following which require preparation]*.
8. The **responsible person** will not leave the Hall unattended until the caretaker has arrived. Should an event finish earlier than expected, then the caretaker should be phoned to see whether he is able to attend the Hall earlier than planned.
9. Where the event involves dealing with vulnerable groups, there should be at least one appropriately qualified person present.
10. Where electrical equipment is being used, the Hirer is responsible for ensuring that PAT testing is carried out.

Access

1. The times indicated on the booking form allow for ½ hr prior to and after the event to enable set-up and clearing away after an event. Should a longer period of set-up / clearing away be required then this will need to be included within the booking times, and paid at the appropriate rate.
2. For events involving catering, an additional set up, and take down, period is required and will be agreed with the booking person. Experience indicates that this is a minimum of 2 hours pre-event and 1 hour post-event. The actual amount to be included in the hire cost will be agreed with the booking person in advance.

Health and Safety

Smoking

1. The whole of the Town Hall building is a non-smoking environment. This includes the exterior frontage of the Hall.
2. Smoking of electronic cigarettes is not permitted.

Security

1. The **responsible person** should take a record of numbers of people present in case of fire.
2. Since the Hall is not manned full time, it is the responsibility of the **responsible person** to ensure that care is taken with the Hall and its equipment, and that persons attending are well behaved.
3. Any problems should be reported immediately to the caretaker [phone no. given below].
4. The Hall should never be left unattended *[see also Responsibility of Hirer, 7]*.
5. Where the event is private, be aware of strangers entering the Hall.

Fire

1. The **responsible person** will be given information on what to do in the event of a fire by the caretaker.

2. Fire exits must never be blocked.
3. Fire doors must never be kept open, except for short periods for the transfer of equipment into the Hall.
4. In the event of a fire, persons should exit in an orderly fashion; the congregation point is the Ram Statue.
5. Those with mobility difficulties should be given help.
6. The responsible person should confirm by head count that everyone has exited the building.
7. Note that for purposes of fire regulations the maximum capacity of the Hall for 'sit-down' events is:

	<i>CONFERENCE STYLE</i>	<i>SEATED AT TABLES</i>	<i>DANCING</i> <i>[Peripheral chairs / tables]</i>
Main Hall:	140	110	160
Reception Room:	48	20	50

8. It is acceptable to use 'tea-lights' on tables. Use of larger candles will only be allowed on specially approved occasions
9. Use of other combustible materials is not permitted.
10. Anyone wishing to use of portable gas cylinders for cooking demonstrations must have appropriate insurance cover.

Food & Drink

1. Anyone preparing, supplying or selling food [including home preparation] must be covered by the appropriate food hygiene regulations
2. Users of the Kitchen should leave it clean and tidy ready for the next user.

Alcohol

1. If a paying bar is to be provided, details must be completed on the booking form
2. It is the responsibility of the Hirer to obtain a Licence for the event, and to ensure there is a Licensed Premises Holder at the event
3. If there is no sale of alcohol, but alcohol is available on a 'bring a bottle' basis, a Licence is not required
4. It is expected that the Hirer will take all due care to ensure acceptable behaviour
 - General
 - Bar licence
 - Training
 - Restrictions
 - Stewardship

Animals

1. Well-behaved dogs are welcome in the Hall, but not where food or drink is being served / consumed [other than guide dogs].

2. Owners are responsible for their pets, and for clearing up and reporting any fouling.
3. Dog or other pet shows are welcome, as long as appropriate equipment is available and veterinary cover is provided.

Complaints

1. Should a hirer have reason raise issues or to complain, they should first contact Customer Service Staff at the Town Hall.
2. Should this not resolve the issue, then please contact the Trust by any of the means given below.
3. The Trust will endeavour to resolve issues as quickly as possible.

July, 2015

Telephone Numbers:

Trust Office: 01683 221102
[staffed Tuesday – Thursday, 10.00-13.00, otherwise answer phone]

Council Customer Service Reception: 01683 220536
[staffed Tuesday 10.00-19.00, Friday 09.00-17.00 and Saturday 09.00-12.00]

Billy Kerr, Caretaker, out of hours: 0757 094 6276

*Moffat Town Hall Redevelopment Trust is a Company Limited by Guarantee, registered in Scotland, No: SC344238
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VAT No: 947 6305 00*