

Letham Village Hall



Auldbar Road Letham Angus DD8 2PD

General Information Hire Terms and Conditions

Please read the following information. In booking the hall, you agree to abide by the terms and conditions set out in this brochure. When making a booking via the website, you must tick the box to state you have read and agree with the terms and conditions.

We value your choice of using the hall and its facilities and would appreciate your respect in allowing the same in ongoing use by other groups and individuals.

About Letham Hall

Letham Village Hall is a charity, run by a management committee made up of trustees, elected office bearers and representatives of groups that use the Hall on a regular basis, along with non-associated ordinary committee members. The Committee's aim is to maintain the hall on behalf of the local community and all members of the committee give up their time voluntarily to ensure that our community continues to have a venue for meetings functions and events. The Committee is always looking for new members so if you are using our Hall especially on a regular basis, please consider becoming a member of the committee.

This brochure has been put together to ensure that any organisation or individual hiring the Hall is aware of the relevant safety issues and our expectations about how our Hall should be used, how to book the Hall and the current Hall hire charges. We expect anyone hiring our Hall to use it safely and with due consideration to the condition they would wish to find it in.

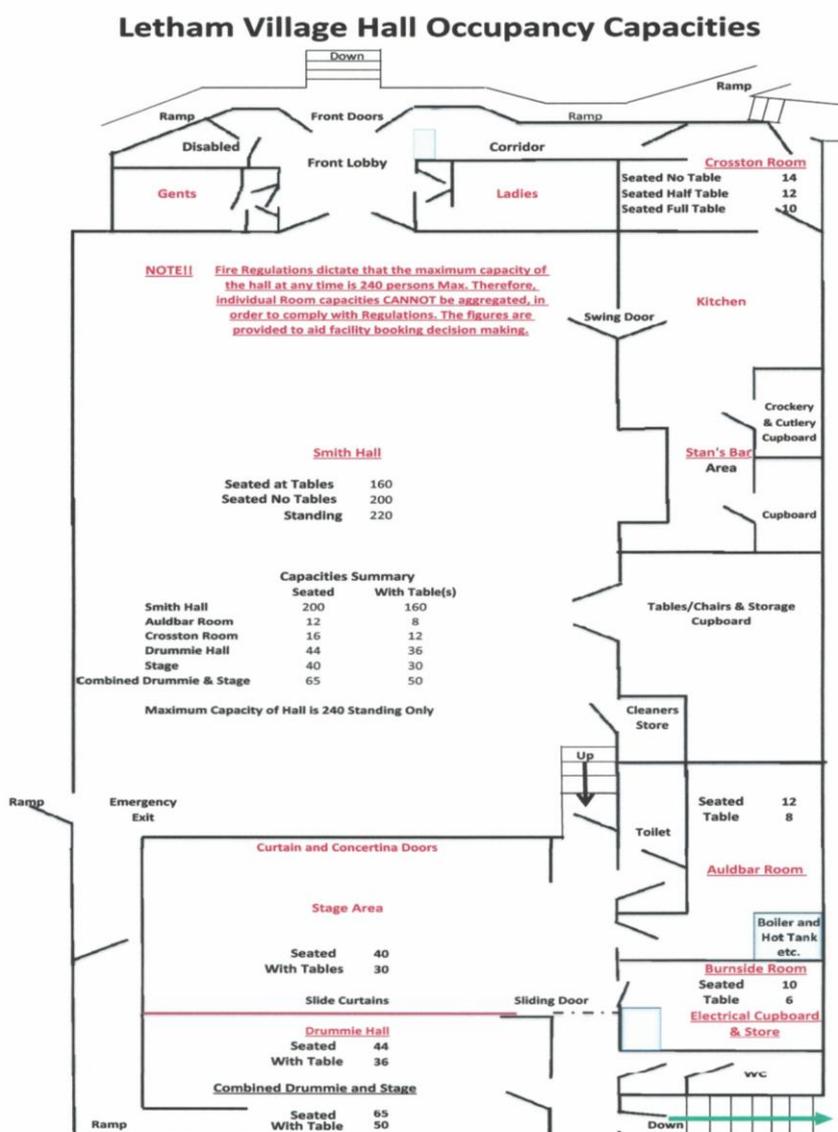
The hall has WiFi and is fully compliant with Fire Regulations & operates to policies and procedures contained in a Safety Management System, to protect all personnel.

Anyone considering a hire of the facilities is most welcome to arrange a visit in order to ensure the requirements for your meeting, function or event will be fully met, and to your liking.

Making a Hall Booking

The normal and preferred way to make a booking, is via the website. You will be required to check the box, stating that you have read and agree to the terms and conditions. Alternatively, by phoning the hall mobile number, details can be provided. This number is not always able to answer immediately, especially during the day, so please leave a name and number to allow us to call you back.

What facilities do you require? The plan and table below, show the layout & the capacities of each room.



Room	Standing	Seated	Seat/Tables
Smith Hall	220	200	160
Drummie	60	44	36
Stage		40	30
Drum/Stage		65	50
Auldbar		12	8
Burnside		10	6
Crosston		14	10/12*

*Full table or 1/2 table

Conditions of Hire

We hope you find our Hall welcoming. We try to maintain it and it's facilities in good condition on behalf of the local community.

If you have any comments, Good or bad, about the Hall or it's facilities please forward them to one of our office bearers or committee via your organisation representative.

A deposit is normally required, and on the booking being accepted, the terms of payment will be provided. As the hire rates are reviewed on a regular basis in order to remain competitive, the rates are shown on the website, or by enquiry.

Payment of the hire is preferred via bank transfer, but other means can be made by arrangement. Full hire details are available on request or on the website.

Your Property

The Management Committee of Letham Village Hall, cannot be held responsible for loss or damage to any goods or apparatus brought into the hall, for personal or group use and should be insured by yourselves appropriately.

- Where possible, provision may be made for storage of such items used on a regular basis, but it may be necessary to remove these when other events such as Panto or plays take place, as the available rooms - Auldbar & Burnside - are used for dressing.
- If electrical items are brought in, the owner shall ensure they have been tested (PAT) for electrical safety.
- Any items of personal property left behind after an event in the hall, may be disposed of if not claimed within a reasonable timescale

Our Property

In order to protect Letham Village Hall and it's facilities for the wider community to enjoy.

The hirer is responsible for the reparation of any damage or loss caused directly or indirectly as a result of the nature of the hire or an event occurring during the preparation of the hire, the run of the hire, or the after hire clean-up. This shall include, but not be limited to:

floors, walls, windows, curtains and decorations, kitchen/bar equipment, toilets and sanitary items, tables and chairs, electrical equipment, fire, water damage due to lack of attention or neglect.

- Where the responsible person(s) are a group hire, their liability insurance shall cover such an event.
- Where the hire is made by an ad hoc individual and/or there is no liability insurance coverage, the cost of reparation will be at their own expense.

Supervision of Events

All events must be adequately supervised to ensure the safety of those attending and for the integrity of the facilities. Those hiring the hall and facilities are to be aware of local residents in close vicinity to the hall and ensure that activities at the hall do not have an adverse effect on those living around it. We expect hirers to be responsible for the satisfactory behaviour of those present both within and outside the Hall.

- All youth functions must be adequately supervised and we recommend a minimum of six adults (over 21) be present where the Hall is being used at capacity.
- Supervisors should pay attention to avoiding excess noise or litter (glass bottles and chewing gum are a particular problem) outside the hall as well as ensuring that the hall itself is used appropriately.
- Music should be kept at a reasonable level especially after 11 pm.
- Groups of people should not congregate in the car park.

Alcohol Drinks Licenses & Catering

The following points should be noted with regard to the consumption of alcohol..

The Hall Committee does not hold a permanent alcohol licence. Hall users may however apply to the licensing authority – Angus Council at Orchardbank, Forfar, for an 'Occasional Permission'. There are limitations on the number of permissions that any particular organisation may apply for in any 12 month period, and preferably be applied for 10 weeks in advance.

- If granted, the drinks license must be displayed within the premises in a prominent location.
- A bar tariff must also be displayed, indicating the drinks prices and size of measure used.
- Alternatively a permanent licensee may apply for permission to use the bar.
- If alcohol is provided free of charge by the host or brought by guests for their own use, no license is required.
- The hirer is responsible for ensuring compliance with the law, both in the hall and its environs in respect of under-age drinking and other imposed conditions of the licence.
- The Hall does hold a limited stock of drinks glasses, so the hirer should make arrangements for this provision if the number of attendees dictates.
- It is recommended that wherever possible depending on the type of event and numbers attending, that non-glass types be provided in order to prevent personal injuries.

The Kitchen provides good facilities for catering, with a large dual-fuel cooker, hot cupboard and continuous hot water heater and fridge freezer. There is a stock of crockery & cutlery, hire of which could be negotiated at extra cost. Any breakages or losses will be at the expense of the hirer. If use of the kitchen is for light refreshments only, there is no charge.

Vacating The Hall

On leaving our Hall please ensure that:

- All areas of the building have been checked for any sign of fire. Any such sighting must be immediately dealt with in the most appropriate manner. The person responsible for safe vacation of the premises, must confirm completion of this inspection by signing the record sheet retained in the kitchen.
- All water heaters and hall heaters are switched off.
- The cooker is switched off.
- All food materials removed from the cooker and hot cupboards and from the premises.
- Everything has been left in a clean and tidy condition, the floor has been brushed as necessary and if sticky, mopped and that tables/chairs are wiped if used.
- Ensure that kitchen worktops, floors, cooker & hot cupboard are clear of food / debris, with utensils washed and replaced.
- All windows and doors are secured.
- All lights are turned off, not forgetting cupboards, toilets and outside lights.
- Everything has been replaced to where it belongs.
- Nothing has been left in the Hall that does not belong there.
- The bins have been emptied, with waste segregated as required.
- The main door is double locked on the way out.