



LETHAM VILLAGE HALL

Auldbar Road
Letham
Angus
DD8 2PD

Terms and Conditions of Hire (2023)

We hope you find our Hall welcoming. We try to maintain it and its facilities in good condition on behalf of the local community. If you have any comments, good or bad, about the Hall or its facilities please forward them to one of our Office Bearers or [Hall Committee](#) via your organisation representative.

Upon booking, a security deposit is required, and on the booking being accepted, the terms of payment will be provided by email. Security deposits are charged at between £20.00 and £100.00 depending on the size and type of event and are refundable if there is no unacceptable damage, additional cleaning required or lost keys. 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 used by arrangement.

Your Property

The Hall 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. It should be insured by you appropriately.

- Where possible, provision can be made for storage of such items used on a regular basis, (these items will be left at the owners own risk and cannot be covered by the Hall's insurance). It may be necessary to remove these when other events take place, as the available rooms - Auldbar & Burnside - are used for dressing etc.
- If electrical items are brought in, the owner must ensure they have been tested (PAT) for electrical safety. Evidence of annual PAT testing will be required.
- Any items of personal property left behind following an event in the hall, will be disposed of if not claimed within a reasonable timescale.
- Sports and activity groups and other regular hire groups will be required to provide evidence of public liability insurance on an annual basis. Public liability insurance may also be requested from any other hirer or user groups at the discretion of the Hall Management Committee. This is a requirement laid down by Letham Village Hall's own Insurance provider.

Our Property

In order to protect Letham Village Hall and its facilities, the hirer is responsible for the reparation of any damage or loss caused directly or indirectly as a result of any part of the hire. This will include, but not is not limited to: floors, walls, windows, curtains, 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 on an ad hoc basis, or by an individual, and/or where there is no liability insurance coverage, the cost of reparation will be at their hirers expense. This may exceed any security deposit paid.
- For all ad hoc hires such as private parties etc., there will be an additional refundable deposit required over and above the cost of the hourly hire charge. This deposit will cover the cost of damage, lost keys and or additional cleaning if the hall is not left in an acceptable condition after your hire. Should the associated costs exceed any security deposit paid you will be expected to pay the additional amount in full. You will be asked at the time of making the booking to provide details of a bank account to which any deposit refund can be made if it is not forfeit.
- No items can be pinned, taped, blu-tacked, stapled or attached to the walls or any other painted surface (the paint work is easily damaged). Any damage to paint work will have to be paid for.

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 them. We expect hirers to be responsible for ensuring 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.

Cancellation of Events

- If an event has to be cancelled within 48 hours of commencement of the hire there will be no refund of the hall hire charge but the security deposit will be refunded. At the Hall Committees discretion there may be exceptions to this.
- If an event is cancelled within one week of commencement of the hire then 50% of the hall hire charge will be refunded along with the security deposit. At the Hall Committees discretion there may be exceptions to this rule.
- At the time of making the booking, you will be asked to provide details of a bank account to which any refund can be made.

Alcohol Drinks Licences & 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 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 licence 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 licence 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 where possible, depending on the type of event and numbers attending, that plastic glasses 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, fridge freezer and drinks chiller cabinet. There is a stock of crockery and cutlery; the hire of which could be negotiated again 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.

Fire Alarms

In the event of the fire alarms sounding the Hall should be **evacuated immediately**. It is the responsibility of the named hirer to familiarise themselves with the Fire Exits and the Assembly Point prior to the event starting. Yellow Hi-Vis jackets are available in the Crosston Room and Burnside Room. Please read these documents before hiring:

[Emergency Actions for Letham Village Hall](#)

[Equipment and Systems provided for Health and Safety](#)

[Instructions for Nominated Fire Wardens](#)

The Hall fire alarms do **not link directly to the Fire Service**; you must **telephone 999**.

The hall address is: **Letham Village Hall, 2 Auldbar Road. Letham. Angus, DD8 2PD.**

As soon as it is safe to do so, please call one of the following to notify a member of the [Hall Committee](#):

Letham Village Hall Manager	07518267291
The Caretaker	07565359874
Health & Safety Rep	07711354723

NO ATTEMPT SHOULD BE MADE TO SILENCE OR OVERRIDE THE ALARM SYSTEM

Vacating the Hall at the end of your hire

On leaving our Hall must 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.
- All water heaters are switched off.
- The cooker and all other appliances are switched off.
- All food materials removed from the cooker and hot cupboards and from the premises.
- Ensure that kitchen worktops, floors, cooker & hot cupboard are clear of food / debris, with utensils washed and replaced.
- 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.

- There is no requirement to put tables and chairs away but you are expected to leave the hall as it was when you arrived.
- 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 into recycling and other waste and placed in the correct external bin. You may lose your deposit if this is not done correctly.
- Any damage has been noted and reported to the [Hall Committee](#).
- All windows and external doors are secured.
- All taps are turned off in all toilets including Drummie Hall & Vestibule, kitchenette (Burnside Room) & Kitchen.
- All lights are turned off, not forgetting cupboards, toilets and outside lights.
- The main door is locked on the way out.

In the event of any other emergency or concern please call one of the numbers [here](#).

Further information can be found on the notice board located in the Crosston Room.

When you complete the online booking form you will be sent a copy of these terms and conditions and you will need to sign and return an agreement form confirming you have read the terms and agree to abide by them. This is where you will need to provide bank account details for any refund of security deposit or cancelled hire refunds.

Thank You for adhering to the above terms and conditions, this will allow for the continued and safe use of Letham Village Hall.

Please complete the form below

Acceptance of Conditions of Hire (2023)

Prior to confirming your booking of Letham Village Hall, you are required to have read, understood and be prepared to comply with the instructions detailed in the following documents:

[Terms and Conditions of Hire 2023](#)

[Emergency Actions for Letham Village Hall](#)

[Equipment and Systems provided for Health and Safety](#)

[Instructions for Nominated Fire Wardens](#)

When you complete the online booking form you will automatically be sent a copy of The Terms and Conditions of Hire 2023. This document and those listed above are all available on the Letham Village Hall website for future reference.

Before your hire of Letham Village Hall will be accepted, you should return this form, completed, signed and dated.

Details of person making the Letham Village Hall booking:

Signature:

Name written in block capitals:

Date of signature:

Deposit paid: Yes / No