

CONNEL HALL - BOOKING FORM

I request a booking of the Main Hall/ Small Hall on behalf of:-

(Please tick as appropriate)

(Name of Organisation, Club or Body):-

for the purpose of holding a:-

(specify use for which hall is required)

<u>Dates Required</u>	<u>Time Required</u>	<u>Cost</u>
_____	_____ to _____	_____
_____	_____ to _____	_____

Hirer's Name:

(responsible person)

Address:

Telephone Number:

Total Cost of Hire: Deposit _____

(If applicable – See Notes)

Note:- Heating and kitchen power is by card meter at £1.00 each (not required for kitchen kettle).

These should be purchased well in advance from the Village Shop next to the Hall (during normal opening hours).

I have read and understood the Conditions of Hire on the reverse of this booking form and agree to abide by them and to pay the hire charges as indicated.

Signed; Hirer:

Date:

Booking accepted and receipt of deposit acknowledged

Signed:

_____ **Date** _____

(on behalf of Connel Hall Committee)

PLEASE READ CONDITIONS OF HIRE ON REVERSE

Revised 2018

CONDITIONS OF HIRE

NOTES:

1. Telephone and provisional bookings must be confirmed in writing within 14 days on an official booking form.
2. Deposits are only refunded if 14 days notice of cancellation is given.

CONDITIONS OF HIRE

1. The Hirer must be aged 18 or over.
2. The Hirer must sign a written undertaking to accept responsibility for being in charge of all activities, and must be on the premises at all times when the public are present, and for ensuring that all conditions of management and supervision are met. If the Hirer is unable to be in attendance a deputy must be nominated to whom all conditions will apply as if he/she were the Hirer.
3. The Hirer is solely responsible for payment of hire fees for the Hall and for equipment.
4. The Hirer shall indemnify the Hall Management Committee for any damage caused to the hall, equipment or fittings. Any clothing or equipment brought into or left in the hall is entirely at the owner's risk.
5. The Hirer must ensure that he/she is familiar with the fire precautions and escape routes. Fire alarm system fitted. The Hall capacity as recommended by Strathclyde Fire Brigade are : Supper Dance 100 persons, Dining Room 126 persons, Concert 187 persons, 17 rows 11 seats each row.
6. The Hirer must carry out the following safety checks before the public are admitted:-
 - (a) Exits – ensure they are unlocked and available for use.
 - (b) Escape routes – ensure they are free of obstructions and can be safely used at all times.
7. **SMOKING IS PROHIBITED IN ALL AREAS OF THE HALL**
8. The Main Hall and Committee Room hardwood floors must be kept dry at all times. Any accidental spillage must be wiped up immediately.
9. Stiletto heels are not allowed inside the Hall
10. All equipment must be put away after use. Please leave the Hall, as you would wish to find it.
11. The kitchen area must be cleared of all food, crockery washed and put away. Any rubbish to be put in the bins outside. Any excess rubbish must be taken away.
12. The Hirer is responsible for ensuring that all lights and electrical appliances have been switched off before leaving the Hall.
13. Any organisation, which has been issued with a door key, is responsible for its safekeeping and for ensuring that the Hall is left secure, which entails checking all windows and both outside doors before leaving. Any organisation losing its key will be charged for the replacement of the relevant lock and its associated keys.
14. The Hall Committee reserves the right to add to, or change these Conditions of Hire without notice.

DEPOSITS: EXCEPT FOR EVENTS WHERE ALCOHOL IS TO BE AVAILABLE, EVENTS IN Band 1 and for selected cases in Band 2, the deposit will equal the cost of the hire, paid at the time of booking, and will be returned less any deductions due to damage, breakage's, or the hall being left unclean.

Band 1 private functions with alcohol will be required to pay a deposit of £200.00 at time of booking.

A charge of £10 00 will be made for the use of Lighting Equipment and the 'Best' crockery.

CONNEL HALL – TABLE OF CHARGES

Charging Bands	Main Hall		Small Hall	
	Before 7pm	After 7pm	Before 7pm	After 7pm
<u>Band 1</u>				
Dances Ceilidhs Concerts Private Functions with Alcohol (Deposit £200) Sales of Work	£30.00/day	£100.00	£7.00/day	£20.00
Coffee Mornings, Lunches Afternoon Teas	£25.00.00		£7.00	
Village Children’s Xmas Party Halloween Party Private Children’s Party	£10.00 flat charge			Included
	£25.00	N/A		N/A
All day adult educational courses (e.g. First aid Courses)	£400.00/day		£20.00/day	
<u>Band 2</u>				
Local Clubs – non regular user Non local clubs – regular user Profit making club – regular user Local fund raising events Private Children’s parties Rehearsals	£12.00 per session or £700/Hour	£20.00 per session or £10.00/Hour	£6800 per session or £4.00/Hour	£15.00 per session or £7.00Hour
<u>Band 3</u>				
Local Clubs – regular user (i.e. – Badminton, Bowls, etc) School activities Church Activities WRI (local i.e. Connel) Community Council Social Work Department Non local youth organisations Registered Charities	£10.00 per session or £4.00/Hour	£15.00 per session or £5.00/Hour	£6.00 per session or £2.00/Hour	£10.00 per session or £4.00/hour
<u>Band 4</u>				
Youth organisations, (Scouts, Guides, etc Child organisations, play groups, creches	£4.50 per session or £2.25/Hour	£7.50 per session or £3.00/Hour	£3.00 per session or £1.50/Hour	£5.50 per session or £2.25/Hour

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REVISED 2018