# GLENBUCHAT HALL COMMUNITY ASSOCIATION

(Scottish Charity no. SC041207)

**Conditions of Hire of Hall and Bothy**

1. The Hall and Bothy may be hired by any individual, or organisation. The hirer must specify the purpose of the hire at the time of booking. The purpose of the booking must be acceptable to the Glenbuchat Hall Community Association (GBHCA) Committee. The GBHCA Committee reserves the right to refuse a booking for any reason.

2. Any period of hire must be agreed in advance with the booking secretary. Each day of hire commences at midnight and ends at midnight on the day reserved. All setting up and clearing away must be done within the hire period, or an additional charge will be levied. The Hall or Bothy must be vacated and locked by 12.00 midnight. Shorter hire periods at an hourly rate are available, but please ensure you include setting up and clearing away time within your reservation. If you require exclusive use of the site you must reserve both venues, the Bothy charge is discounted by 50% in this case.

3. The hire fee as specified in the invoice must be paid to the GBHCA Committee treasurer, within 7 days of receipt.

4. Regular groups using the premises may request complimentary storage space for their equipment in the outside Bothy store, this is at the committee's discretion, and the space available will be shared equitably with other user groups. No equipment, or items not belonging to GBHCA, may be stored anywhere else on the premises without permission. If a user group does not move their items when requested, those items will be disposed of. User groups not booking the premises for a period of three months will be asked to remove their items from the store. The GBHCA insurance does not include cover for any items on the premises not belonging to the GBHCA, so groups may wish to consider obtaining their own insurance cover.

5. The premises are not licensed for the sale of alcohol.

6. The premises must be left clean and tidy at the end of the hire. This means:
   a. floors must be swept
   b. tables and chairs must be returned to their respective storage areas
   c. toilets must be tidy and clean
   d. all bins must be emptied
   e. tins/cans/plastic bottles must be put in the appropriate recycling bins outside
   f. bottles and broken glass must be removed and disposed of by the hirer
   g. if the Hall has been used for a performance, any backdrops and temporary platforms used have been stored away, unless previously agreed to be left for the next user.
   h. kitchen facilities (if used) must be left clean, including fridges, microwave, sink areas, worktops and floors.
   i. all crockery, cooking pots and pans, cutlery and kitchen utensils must be washed and returned to the appropriate cupboards and drawers.

The Committee reserves the right to charge a fee for additional cleaning if it is deemed to be necessary.

7. At the end of the hire, the person hiring the premises is personally responsible for ensuring that all lights and other electrical equipment (e.g. cookers, hobs, water heaters in the kitchens and toilets) are turned off and the heating is switched off in the summer period (May to October) or reduced to the maintenance level of 10° in winter (November to April).

FOLLOW THE INSTRUCTIONS ON THE WALL. IF YOU LEAVE THE HEATING ON AFTER YOUR EVENT OR NOT TURNED DOWN DEPENDING ON THE TIME OF YEAR, YOU WILL BE CHARGED FOR THE ELECTRICITY.

8. Any damage or breakages must be noted in the Hall & Bothy Manual on the feedback sheet. The Committee reserves the right to charge for breakages and damage.

9. Hirers may put up pictures in the Hall and Bothy but they must be hung from the picture hangers placed on the picture rail. Similarly, hirers may put up decorations within the Hall and Bothy but must use sticky fixers such as peel-able Bostik dots that can be removed without marking the walls or woodwork.

10. The premises will not be hired to anyone under the age of 18. If an event is to include children or teenagers, the hirer is responsible for ensuring adequate adult supervision is provided, and that appropriate child protection and safeguarding guidelines are followed.

11. Depending on the nature of the event, other conditions (such as payment of a deposit) may be imposed at the discretion of the Committee.

12. The hirer of the premises is to be aware of all fire and first aid arrangements in place.
These are:

a. the hirer must nominate a responsible person to advise attendees about fire exits at the start of the event
b. any person discovering a fire must alert users to the fire, by use of the fire alarm or otherwise, and initiate immediate evacuation
c. A responsible person must call the fire brigade using a mobile phone by dialling 999 and stating: 'Fire at Glenbuchat Hall, Strathdon, AB36 8TS'. The phone box outside the hall can also be used for emergency 999 calls
d. A responsible person must ensure people do not re-enter the premises and keep everyone safely away from the premises, without blocking access by the emergency services
e. Naked flames e.g. candles, tea lights, fire pits and charcoal barbecues are not permitted anywhere on the premises. Gas barbecues may be used outside the hall, if notified at the time of booking, and provided appropriate fire safety precautions are in place.
f. First aid kits are available in the Hall and Bothy.
g. A Defibrillator is fixed to the front wall of the Hall (AED)

13. Glenbuchat residents actively welcome hall users to our community and hope that they enjoy their time within it. We would ask hirers to note that the Hall and Bothy are within close proximity to some residents' homes and users are therefore asked to minimise any disturbance to them, especially when outside or leaving the premises late at night.

14. Due to the proximity of the residents' homes, no amplification of sound outside the hall or bothy is permitted at any time.

15. All events must finish by 12 midnight, and the premises left clean and tidy, unless by prior arrangement. There will be an additional fee for late bookings, and any request for an extension will only be granted if it is acceptable to neighbouring residents.

16. The GBHCA Committee accepts no responsibility for the loss of or damage to any property brought to the premises, or for any food brought to, or made and served at the premises.

17. The GBHCA holds public liability insurance for the majority of ‘not for profit’ events, groups, and private bookings at the hall. However, when any party at an event receives payment within the context of the event, that party is not covered by the GBHCA insurance and must ensure they hold their own public liability insurance cover. The GBHCA may request a copy of the policy, before confirming the booking.

18. The insurance policy held by GBHCA does not provide cover for overnight stays within the Hall or Bothy, or in the Hall grounds. Hirers are therefore responsible for ensuring that no-one sleeps or camps on the premises during the duration of their hire period, and afterwards.

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