

Boat of Garten Community Hall Policies and Procedures

Letting Policy

1. The Hall's Chief Executive Officer is ultimately responsible for all hall bookings.
2. Booking procedures are made via the website in the first instance and then direct with the bookings administrators usually by email or by telephone.
3. The Booking Coordinator coordinates all bookings, contacts the hirer and arranges all set up, equipment, staff, catering, etc.
4. The responsible person (the hirer), must be aged 21 or over and shall be present and in charge during the whole period of the let. He/she will be responsible to ensure that all members of the public have vacated the building before locking up; to check that heating thermostats have not been tampered with and that all lighting is switched off.
5. In the case of fire, the hirer will be responsible for checking the hall building, that all persons have evacuated the hall, unless his or her life would be put in danger by doing so. Please ensure all fire doors are kept clear at all times.
6. No smoke machines to be used in the hall unless by prior arrangement.
7. All those booking the hall should be made fully aware of the Terms and Conditions of hire. Where appropriate, letting agreements should be signed and returned to the Bookings Coordinator.
8. Any enquiries regarding VIP bookings or bookings made with some degree of secrecy should be discussed with the Hall's CEO before the booking is accepted and prior to a quote being provided. Security measures, technical issues, room & wifi requirements for media to be ascertained. At least one hall representative should attend the event.
9. The hirer has a responsibility to ensure all groups with substantial access to children/vulnerable people have their own appropriate policies in place. Any Child Protection policy must take on board the recommendations of the Highland Child Protection Committee.
10. The hirer should be made aware of the Hall's policies where appropriate.
11. If the hirer brings electrical equipment on site, then he must ensure that it has been appropriately PAT tested.
12. The hirer should be made aware of the maximum number of people allowed in the hall at any one time.
13. If the let is for an event that falls within the scope of the Public Entertainment Licence then it's important that the booking clerk alerts the hirer to the conditions of the licence, preferably going through them with the hirer.
14. If the let is for an event and expects large numbers, car parking stewards may be required.
15. The Hall's Board of Directors accepts no responsibility for the loss or damage to any property brought into the hall or to its surrounds.
16. The Hall's Board of Directors accepts no responsibility for food made and served or food brought to the hall and consumed in the hall. Food hygiene guidelines are displayed in the kitchen for the benefit of all hall users.
17. Times of entry and departure to be agreed at time of booking or with the bookings coordinator.
18. Regular local user groups are expected to do their own housekeeping, leaving the hall in readiness for the next user.

Approved by Boat of Garten Community Hall Board of Directors

**Boat of Garten Community Hall is a charitable company limited by guarantee Regd in Scotland No: SC267713
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