Barrhill Development Trust (BDT)
Barrhill Memorial Hall Booking Form & Terms & Conditions of Hire

Please return completed forms to enquiries@barrhilldevtrust.org or to Barrhill Memorial Hall post box

** Please note that bookings must be made at least 7 days prior to the event **			
Name of Event			
Date (e.g. 10 March 2025)		Day of Week	
Booking Start Time		Booking End Time (Latest time - Midnight)	
Event Start Time (if different to booking time)		Event End Time (if different to booking time)	
Total Number of Hours Booked (minimum 1 hour)			
If repeat booking is required	Every		Number of occurrences

Hirer Name	
Hirer Address	
Hirer Contact Phone Number	
Hirer Email Address	
Name of group or company I am booking on behalf of (if applicable)	

Working out the cost			Please circle
I am booking on behalf of a Barrhill Group and the event will be advertised and is open to public attendance with no admission charge or other fees involved			£5 per hour
Publicity for this event will be found here:			
I am booking on behalf of myself or a group of people without an open invite to the public or on behalf of a Barrhill Group that will have some charges involved			£18 per hour
I am making a commercial booking			£22 per hour
I would like to book (please circle)	Main Hall	Meeting Room	Both

If a booking ends after 11pm a £20 unsocial hours surcharge will be made

Total number of hours booked	Hourly Rate	£20 Surcharge if booking ends after 11pm	Total cost = Rate x hours booked plus surcharge

Will alcohol be **SOLD** at the event?	YES	NO
If Yes the hirer must apply for a S.A.C Occasional Licence which must be provided to the BDT at least 28 days before the event		

Please tick one of the options below

I have enclosed cash or a cheque payable to 'Barrhill Development Trust' for the total hire costs	
Payment will be made by bank transfer Barhill Development Trust, Bank of Scotland, Sort code: 80-22-60, Account No: 19658564 I will email confirmation of payment to enquiries@barrhilldevtrust.org	
Funding has been awarded by Barrhill Community Council	

Payments must be made at least 7 days prior to the date of hire. Invoice available on request

I have read and accepted The Barrhill Memorial Hall Terms and Conditions of Hire (overleaf) and The Risk Assessments

Signed (hirer)..... Print Name ..... Date.....

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By booking with us you agree to these Terms and Conditions of Hire
Failure to comply with these Terms and Conditions may result in the withdrawal of facilities

1. Definitions
"Premises" shall mean Barrhill Memorial Hall, Main Street, Barrhill, KA26 0PP. "Hirer" shall mean an individual Hirer, or where the Hirer is an organisation, the authorised representative.

2. Undertaking of Hirer
The Hirer must be over 21 years of age and is responsible for ensuring that the "Terms and Conditions" of hire are understood and adhered to by all persons using the Premises during the period of hire, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

3. Supervision
The Hirer undertakes to be present or to arrange sufficient competent representatives to be present throughout the hire period to ensure the provisions and stipulations referred to in this document and any applicable licenses are fully complied with. Children aged under 16 must NOT be allowed to access to kitchen area for any reason at any time.

4. Fire Safety
The Hirer MUST on arrival check the location and operation procedures of all fire alarm points, fire extinguishers, fire blanket, first aid kit and fire exits and read the Fire Instructions on display before the start of any event. The Hirer must ensure that the no smoking policy is adhered to for the duration of the hire. The Hirer must ensure no flammable materials, including candles, are used in the Premises, without approval of the committee. The Hirer shall ensure that no FIREWORKS (including sparklers) are permitted to be stored or set off on the premises or within the grounds.
A maximum of 120 people are permitted to use the main hall. A maximum of 30 people are permitted to use the meeting room. Please note that these numbers **cannot** to aggregated. 120 people is the maximum allowed in the whole hall. This number includes people attending an event plus any performers, staff, helpers, caterers etc.

5. Use of Premises
Minimum hire length of one hour applicable to all Hirers. If less than one hour, the Hirer will be charged at the minimum rate. The Hirer accepts that all persons using these premises do so entirely at their own risk and no responsibility will be accepted by the Committee for injury or any loss or damage to vehicles, equipment, or other effects however caused. The Hirer accepts that no fastenings may be fixed to any part of the Premises without permission.

6. Vacating the Premises
The hirer is responsible for ensuring the premises are vacated at the end of the booking. If the premises are not vacated within 10 minutes of the end of the booking time an additional 1 hour hire charge will be made.

7. Surcharge for Hire after 11pm
A £20 surcharge will be added to the hire charge for bookings which finish after 11pm. BDT staff members working after 11pm are entitled to an unsocial hours supplementary payment. The surcharge will be paid to the BDT staff member on duty.

8. Hire Charge and Damage/Additional Cleaning Costs
The hire charge will be that applicable at the date of hire in accordance with the current hire charges, or as otherwise agreed between the Hirer and BDT. The total hire charges should be paid in full 7 days prior to the date of booking and a signed copy of this form should be returned. Any damage to the premises or their contents, or additional cleaning required as a result of the hiring, will be charged to the Hirer at the hourly rate applicable plus costs of repairs.

9. Cancellation by the Hirer
Cancellations must be made in writing or by email to BDT. In the event of cancellation by the Hirer within 7 days of the date of hire, the question of the payment or repayment of the fee shall be at the discretion of the BDT.

10. Refusals and Cancellations of Booking
BDT reserves the right to refuse a booking without notice, or to cancel any hiring agreement at any time during the term of the agreement by giving 7 days notice in writing to the Hirer.

9. Licenses
BDT does not hold a Premises Licence for entertainment or an Alcohol Licence. The Hirer shall be responsible for obtaining any licenses that may be required and to ensure all regulations are adhered to.

10. Gaming, Betting and Lotteries
The Hirer shall ensure that nothing is done on or in relation to the Premises in contravention to the law relating to gaming, betting and lotteries.

11. Food Hygiene
The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

12. Electrical Appliance Safety
The Hirer shall ensure that any electrical appliances used in the Premises, shall be safe, in good working order, used in a safe manner and have been tested in accordance with current safety testing requirements.

13. Insurance
BDT has public liability and employers insurance against any claims arising out of its own negligence. The Hirer is responsible for arranging insurance cover for additional activities and shall indemnify BDT for the cost of repair of any damage done to any part of the premises or their contents or injury to persons, which may occur during the period of hiring.

14. Accidents and Dangerous Occurrences
The Hirer must report all accidents and incidents involving injury or death to the public to BDT as soon as possible and register them in the Accident Book, held by the Caretaker and/or adjacent to the First Aid Box.

15. Animals
The Hirer shall ensure that no animals (including birds) except guide and service dogs, are brought into the premises, other than for a special event agreed and the BDT. No animals can enter the kitchen at any time.

16. Housekeeping The Hirer is responsible for leaving the Premises in a clean and tidy condition, ensuring that the hall and equipment is left as it was found.

BARRHILL Development Trust
Registered Scottish Charity SC048182