

Barrhill Memorial Hall

Main Street, Barrhill, KA26 0PP

01465 821000

BOOKING ENQUIRIES AND PAYMENTS TO:

Pat O'Connor, 07387 759052
memhallcaretaker@gmail.com

Booking Form and Terms and Conditions of Hire

The Hirer	
Name:	Organisation (if applicable):
Address:	Telephone:
Postcode:	Mobile:
	Email:

The Event		
Event:	Event Date:	
Event Start Time:	Event Finish Time:	
Access Required From:	Departure Time:	
Number of People Attending Event:	Total No. Hours Booked (Arrival to Departure):	
Serving Alcohol (Selling alcohol requires an Occasional Licence from South Ayrshire Council, which must be obtained by the hirer no later than 28 days before the event)		
No alcohol will be served	Alcohol will be served free of charge	Alcohol will be sold at a bar run by hirer (Occasional Licence Required)

Facilities to be Used (tick applicable)				
	Price	Required (please tick)	Total No. Hours	£
Main Hall – Barrhill Groups	£5/hour			
Main Hall – Private Hire	£18/hour			
Main Hall – Commercial Hire	£22/hour			
Meeting Room – Barrhill Groups/Private Hire	£5/hour			
Meeting Room – Commercial Hire	£22/hour			
Use of Kitchen/Tables/Chairs	FREE	No. Tables: No. Chairs:		
		TOTALS		£

Block Bookings (Please confirm below how you would like to be billed)							
Weekly:		Monthly:		6 Months in Advance:		Annually in Advance:	

Payment for one off bookings must be made in full **7 days before** the date of booking.

- I have read and accepted the Terms and Conditions of Hire (overleaf) of the Barrhill Memorial Hall and the Covid Risk Assessment for the Hall.
- Enclosed is a **cheque/Cash** payable to Barrhill Community Interest Company for the total hire costs.
- Request an invoice from Barrhill Community Interest Company for the total hire costs.
- Payment for the total hire costs has been made by **bank transfer** to Barrhill Community Interest Company, **Bank of Scotland, Account Number: 10293166, Sort Code: 80-11-00.** (Please send confirmation to memhallcaretaker@gmail.com)

Please complete and return this form along with payment if applicable to Barrhill Memorial Hall, Main Street, Barrhill, KA26 0QP

Signed:.....Date:.....Print Name:.....

Barrhill Memorial Hall | Terms and Conditions of Hire

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 access to the 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 of the Hall.

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. 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 BCIC. 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.

7. Cancellation by the Hirer

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

8. Refusals and Cancellations of Booking

BCIC 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

BCIC 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. 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

BCIC 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 BCIC 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 BCIC as soon as possible and register them in the Accident Book, located with the First aid Kit in the main hall.

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 by BCIC and no animals whatsoever are to 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.