



SCO10456

ROTHIENORMAN HALL COMMITTEE

HALL USER TERMS & CONDITIONS OF HIRE

Date / Revision

2 March 2017 / v1

Rothienorman Hall is the property of Rothienorman Village and is run by the Trustees of the Hall and a committee of village group representatives and interested individuals.

These terms and conditions have been developed to assist you during your let and contain all the information you will need when using the hall. Please read through carefully. If you have any questions or concerns, please contact the Booking Secretary on bookings@rothienormanhall.co.uk.

We hope that you enjoy using the hall and that your event goes well. Feedback is important to us, so we welcome constructive comments and suggestions so that we can continue to improve the facility.

Thank you from the Trustees of Rothienorman Village Hall.

Table of Contents

1. User Manual	2
2. Terms & Conditions	3
2.1. Hiring and Cancellation Policy	3
2.2. Notes for Hall Users	3
2.3. Emergency Information	5
2.3.1. Fire Procedure.....	5
2.3.2. Fire Wardens.....	5
2.3.3. First Aid Cover.....	6
2.4. Entertainment / Licensed Functions.....	6
2.5. Inflatables.....	7
2.6. Food Hygiene	7



SCO10456

ROTHIENORMAN HALL COMMITTEE

HALL USER TERMS & CONDITIONS OF HIRE

1. User Manual

This User Manual has been developed to assist you whilst using the hall. It covers a variety of different scenarios. Please take all your rental documents to your function. The terms and conditions provide more detail.

Hall Alcohol Licence

We are regulated through Aberdeenshire Council, Public Entertainment Licenses, Legal and Governance, St Leonard's, Sandyhill Road, Banff AB51 8XB.

Bookings

The hall rentals must be done via the Booking Secretary:

Contact: Tania Duguid Telephone: 01651 821903 E-Mail: bookings@rothienormanhall.co.uk

Cancellation

If, for any reason a cancellation is necessary, the Booking Secretary must be informed as soon as possible. A cancellation policy is defined in the terms and conditions below.

Setup

As we do not have a hall keeper, it is up to each organisation / individual to lay out the hall to their requirements.

Access to the hall

The Booking Secretary will discuss access arrangements with you. Please ensure that you have confirmed access arrangements at least 48 hours before your event.

Lighting

Lights for the main hall, stage spot, toilets and external lights are all controlled from the electrical meter room. A key will be made available if required as per arrangements with the Booking Secretary.

Electrical Safety

It is a fire safety requirement that the electrical meter door is always locked. This cupboard is NOT a storage area so please do not store goods of any kind during dances, concerts etc.

Toilets

Please check that all taps have been turned off before you leave the building. Toilets must be adequately supervised (especially during youth events) to ensure damage does not occur.

Heating

Controllers for the biomass heating system are located as follows:

Main Hall: next to electrical meter room door.

Side Hall: next to kitchen door in side hall.

Instructions are posted next to each controller and the Booking Secretary will explain this as part of the hall tour.

WIFI

Complimentary WIFI is available throughout the hall. The access code is posted on signs around the hall and on the notice board. This is provided on an "as is" basis and the hall committee takes no responsibility for misuse of this in any shape or form. Abuse of the WIFI may result in the service being temporarily or permanently removed.



SCO10456

ROTHIENORMAN HALL COMMITTEE

HALL USER TERMS & CONDITIONS OF HIRE

2. Terms & Conditions

By signing a hall rental form, the hall user is declaring that they have read, understood and accept all of the terms and conditions contained herein.

2.1. Hiring and Cancellation Policy

- The Rothienorman Hall may be hired by anyone 25 years old or over.
Bookings will only be confirmed once the Hire Agreement Form has been submitted to the Bookings Secretary at bookings@rothienormanhall.co.uk.
- The Booking Secretary has the right to refuse a booking of the Rothienorman Hall if they consider that the hiring would lead to a breach of the Terms & Conditions of hire or if for whatever reason the premises are not suited for the intended use.
- The Hirer will agree to abide by the Rothienorman Hall Terms & Conditions of Hire for the period of the hire.
- Any incident arising from the results of failing to comply with the Terms & Conditions will be the sole responsibility of the hirer.
- A deposit of 50% of the Hire Charge must be paid within a week of receiving your Rothienorman Hall Booking Invoice for non-regular bookings.
- A damage deposit of £200.00 will be required for any large event bookings (i.e. Wedding Receptions, Dances, Private Parties); this will be at the discretion of the Booking Secretary.
- Before and after event inspections will be carried out by a Rothienorman Hall Trustee. Any damage found will be reported in writing.
- The damage deposit will be repaid in full no later than 14 days after the event unless damage, loss or extra cleaning is deemed necessary. Deductions will be made before damage deposit is refunded. If cleaning, damage or loss exceeds the value of the damage deposit, refund of the damage deposit will be delayed until the full extent of costs has been accessed. Any damage must be reported immediately to the Booking Secretary.
- Balance of the hiring fee and required damage deposit (if applicable) must be paid in full at least 3 weeks before the event. If full payment is not received before this time the Rothienorman Hall may let to another hire.
- 50% of the deposit will be forfeited if booking is cancelled less than 4 weeks before the event. This can also be at the discretion of the Booking Secretary.

2.2. Notes for Hall Users

- All hirers must visit the hall prior to their event to be shown around by the Booking Secretary or Committee Trustee in order to familiarise themselves with the hall layout and with fire safety equipment. Depending on the event this maybe done immediately prior to the hire taking place.
- Hall Capacity: Main Hall – 260 persons, Side Hall – 40 persons
- Named responsible person on hire agreement must:



SCO10456

ROTHIENORMAN HALL COMMITTEE

HALL USER TERMS & CONDITIONS OF HIRE

- be present at all times during the hire
 - be kept free of duties which would prevent him/her from being immediately available in event of an emergency.
 - ensure that all persons under their control are aware of fire procedures (available in each room of hall)
 - point out fire exits at start of event
 - be aware of any persons who is disabled (sight, hearing, mobility) and discuss with them and their carer procedures for their evacuation in an emergency
 - ensure all fire exits are kept clear and doors are easily opened
 - ensure electrical equipment has a valid PAT test
 - ensure all electrical equipment is turned off at walls on completion of function/event.
 - arrange to have sufficient responsible personnel in attendance to ensure good conduct and safety of the users. It is advisable to have a person trained in first aid in attendance.
- Hirers must seek permission of Booking Secretary if they intend to engage in any activities on hall premises that would introduce additional or special risks e.g. pyrotechnics
 - It is up to hirer to lay out the hall to their requirements, unless setup is requested at the time of booking which is at the discretion of the Booking Secretary. Chairs are located on the stage and last cupboard at side of stage. Heavy tables are located in third cupboard from fire exit doors in Main Hall. Lightweight tablets are located on the stage.
 - All equipment used must be tidied up and put in their proper place at the end of each event/session unless agreed otherwise with the Booking Secretary. Ensure equipment is stored in a safe manner so no harm comes to other hall users. Chairs should not be stacked more than 7 high when storing and transporting with chair trolley.
 - Ensure all areas used (including toilets) are left in a clean and tidy state. Brooms, mops, etc. can be found in the meter cupboard.
 - After a large function, the hirer must have hall cleared and tidied by 12pm Sunday.
 - If your event will create a large quantity of refuse/recycling, you will need to order the appropriate bins from Trade Waste (01467 628672). Proof of ordering bins must be presented to Booking Secretary at least 1 week before event. This is an Aberdeenshire Council policy and it is reminded that it is an offense to put this kind of waste in to ordinary bins etc.
 - Smaller events will need to bring their own bin bags and all refuse/recycling will need to be taken away at end of hire.
 - The Rothienorman Hall Committee cannot accept responsibility for loss or damage to any property taken into or left anywhere on premises.
 - Whilst the Rothienorman Hall Committee has Public Liability Insurance to cover any claim against them, it is the hirer's responsibility to ensure they have adequate insurance to cover all their own liabilities.
 - If any accident does occur, an Accident Form should be filled out and sent to the Booking Secretary. A blank Accident Form can be downloaded from the Rothienorman Hall website.
 - The first aid box is in the kitchen.
 - All hall users can park in the large car park. Please refrain from using the Rothie Inn car park.



SCO10456

ROTHIENORMAN HALL COMMITTEE

HALL USER TERMS & CONDITIONS OF HIRE

- Vehicles may unload and load at the kitchen door but vehicles must not be left parked there.
- Rothienorman Hall has a NO SMOKING POLICY. There are receptacles outside the front doors for smokers attending your function.
Complaints must be recorded with date and time and emailed to secretary@rothienormanhall.co.uk.
- Contact details of committee members can be found in kitchen and front foyer.

2.3. Emergency Information

2.3.1. Fire Procedure

In case of fire:

- On discovering a fire walk to the nearest fire exit and press alarm button. Tell person in charge of the event that you have discovered a fire and where it is located.
- Manual Fire Alarms and Fire Exits are located in Front Foyer, Main Hall, Kitchen and Preschool Area.
- Fire blanket is located on the wall by kitchen door.
- Only if the fire is small and you are confident about using the hall fire appliances and not putting yourself in danger should you try to extinguish the fire. Otherwise call the Fire Service on 999.
- On hearing the fire alarm:
 - leave the hall immediately by the nearest exit
 - do not stop to collect personal belongings
 - ensure anyone needing assistance is helped from the hall
 - the muster point is in main car park at the far side away from the hall
- Person in charge of event or fire wardens should ensure building is completely evacuated, unless they would endanger themselves by doing so, and should close all doors on final exit.
- On arrival of Fire Service, person in charge or fire warden should report to the officer in charge whether or not all occupants have evacuated the hall and, if not, their last known position in the building.
- Hall Fire Risk Assessment available on request.

2.3.2. Fire Wardens

- Must be named on Hire Agreement for all events charging for admission.
- No training is required to be a fire warden. Hirer must appoint people from their organisation who will ACT as fire wardens.
- At least 3 fire wardens should be appointed when there will be a large attendance at the event.
- Responsibilities include:
 - familiarity with the layout of hall, electrical cupboard, fire exits, firefighting equipment (extinguishers & fire blanket) and assembly points
 - check that all exit doors open and are not obstructed in any way or at any time during rental period



SCO10456

ROTHIENORMAN HALL COMMITTEE

HALL USER TERMS & CONDITIONS OF HIRE

- if more than one area of hall is used, fire wardens should be responsible for the evacuation of the public from these areas
- should be vigilant for any potential fire/hazard and take immediate and appropriate action
- if fire alarm is heard encourage everyone around you to evacuate via the nearest fire exit and proceed to the assembly point
- check that members of the public (especially those with disabilities) within your area of responsibility have been properly cared for
- ensure all doors are closed as you leave the building
- only tackle a fire if it is small and if you have been trained to do so
- ensure fire service has been called
- liaise with responsible person and other fire wardens that all areas have been checked and evacuated and everyone is present

2.3.3. First Aid Cover

- Adequate medical/first aid provision must be made for events taking place within the premises.
- The requirement to have a trained First Aider at every event does not apply to private parties, however it is advisable.
- Other events such as group meetings, Community Councils and hall meetings would not require a first aider to be present.
- Any event at which the public are paying to attend will require a First Aider to be present.
- Long term user groups of the Hall must also have a First Aider.
- A First Aider is a person who holds a current certificate of First Aid competency by a recognised body (i.e. St Johns Ambulance, British Red Cross or St Andrews Ambulance Association).
- A risk assessment should be carried out by event organisers to assess the level of first aid, ambulance or medical cover required. Consideration must be made to size of audience, nature and type of event, nature and type of audience (including age range, duration of event, proximity of local medical facilities, potential misuse of alcohol or drugs and other factors that may be relevant).

2.4. Entertainment / Licensed Functions

When there is a licensed function in the hall, there must be a Door Steward registered with the North Divisional Licensing Board in attendance.

- There must be a Door Steward for every 100 persons or part of 100 persons expected to attend the function.
- Public occupancy of the hall ceases at 12 midnight unless an extension of hours has been granted from the Licensing Board.
- A license for selling alcohol must be obtained from the Licensing Board in Banff. The Certificate of License must be sent to Booking Secretary 1 one week before function and displayed at the function.



SCO10456

ROTHIENORMAN HALL COMMITTEE

HALL USER TERMS & CONDITIONS OF HIRE

- All events (except for private parties and BYOB events) where alcohol will be served (e.g. cheese & wine & cheese or alcoholic beverage included with ticket price) will require an alcohol licence and servers who have the minimum training for serving alcohol. There are a couple of local persons/groups who have the required training etc. to provide licenced bars, please contact the Booking Secretary for more information.
- Applications for an alcohol licensed event should be made well in advance (minimum 6 weeks) to avoid disappointment.
- All event organisers are required to have a floor plan of the function lodged with their application. Templates that have been passed by the Licensing Board can be obtained from the Booking Secretary. A function risk assessment is required and the Bookings Secretary can provide templates if required.
- To obtain a License please contact Miss Fiona Stewart - Senior Solicitor at Aberdeenshire Licensing Board, St Leonard's, Sandyhill Rd, Banff AB45 1BH, telephone 01261 813320

2.5. Inflatables

- Rothienorman Village Hall will allow Inflatables on the premises (Main or Side Hall).
- See Rothienorman Hall website for a list of suggested suppliers.
- The Inflatable Company's liability insurance certificate must be sent to the Booking Secretary at least 2 weeks before function is to take place. **NOTE: It is required that the supplier of the inflatables must be in attendance for their insurance to be valid.**
- If operating inflatables yourself see below.
 - The hirer is required to purchase a day insurance coverage for the inflatables which can be obtained from LeisureInsure on 01993 700761 or at www.leisureinsure.co.uk
 - Coverage is dependent on size of the inflatable.
- The insurance certificate must be sent to the Booking Secretary at least 1 week before function.
- You must decide at the time of completing Rental Agreement if inflatables are required.

2.6. Food Hygiene

- Any organisation/individual selling food to the public has a duty of care to ensure the food has been properly prepared, stored and displayed to protect food from contamination or deterioration which could lead to food poisoning.
- The Hall Committee have been advised by Environmental Health (Turriff) that the person with overall responsibility for co-ordinating any event involving food be trained to at least Elementary Food Hygiene standard especially when high risk food (meat, cream) is being served.
- Any person on a private water supply should not make soup that is being served to the public unless their water has been tested by Environmental Health.
- Please bring your own tea towels if they are required for your function and take them away afterwards. Please do not leave wet towels in the kitchen.
- Elementary Food Hygiene training is available from The Garioch Community Kitchen.