

SMAILHOLM VILLAGE HALL

Scottish Charity SCO52858
CODE OF PRACTICE

Smailholm Village Hall is a major asset to our small community. Its maintenance requires a great deal of tender loving care from the Hall Board and villagers. This Code of Practice is therefore designed to ensure that the Hall maintains its excellent facilities, and also in the hope of avoiding the need to impose punitive Terms & Conditions.

1. All applications for the hire of Smailholm Village Hall should be made on our Application Form. It must be signed by a person over eighteen who will be the hirer and responsible for the hire charge and who will ensure that the Hall is used for the purpose stated on the application form.
2. Any subsequent cancellation of a confirmed booking may be the subject of a cancellation charge at the discretion of the Smailholm Village Hall Board (known as the SVH). In any event, this will not be greater than the original hire charge.
3. When an application is made by an organization that organization should accept the responsibilities defined in Clause 1.
4. The Hirer is responsible for maintaining good order and behavior during the hire, have due regard to other users and local residents and should provide stewards if requested to do so by a member of the SVH. They must also assume responsibility for any action and claims including loss of property belonging to the hirers or users during the period of hire.
5. The Hirer assumes responsibility for arranging the furniture in the way required and must leave the Hall in the same condition, in terms of cleanliness and tidiness, as prior to the hire - this includes the kitchen and toilet areas. Alternative arrangements may be made with the SVH.
6. Any breakages or damage to the Hall or its equipment must be replaced and/or repairs paid for by the hirer. Any property or equipment brought into the Hall by the hirer must be in a safe and sound condition meeting all the relevant safety regulations.
7. The Hirer must ensure that no infringement of copyright or Performing Rights Society regulations should take place during the hire.
8. The hirer must familiarize him/herself with the fire and safety regulations (which are displayed in the Hall) and ensure that they are complied with. The hirer must designate a person or persons to generally supervise the function, to take control in the event of an emergency and be present at all times during the event. Bookings made by a school should be under the supervision of the Head Teacher or a designated member of the school staff.
9. The Hirer must be responsible for obtaining all necessary licences including liquor, theatre and trading licences.
10. Agreed Hire Rates and deposit must be paid, in full, 2 weeks prior to the hire.
11. The SHVC reserve the right to cancel any booking, at any time, without liability for any loss or damage arising from the cancellation.
12. There will be **NO SMOKING** in any areas of the Hall.