

# **MINGINISH COMMUNITY HALL**

## **BOOKING TERMS AND CONDITIONS**



These terms and conditions for hiring Minginish Community Hall are issued by the Minginish Community Hall Association (MCHA).

1. MCHA reserve the right to refuse or cancel any request and cannot be held liable for any loss arising from any cancellation.
2. Hirers must be at least 21 years old.
3. There is a NO SMOKING Policy throughout the whole building.
4. The maximum capacity for each area of the hall is as follows. The Hirer agrees to ensure these numbers are not exceeded:
  - a. Whole building – 200 maximum
  - b. Main hall - 170 seated with small stage, 150 seated with large stage
  - c. Preshal (full room) – 25
  - d. Preshal Beag / Preshal Mor – 10 in each
  - e. Arnaval room – 15
5. The hire charge in force on the date of booking will apply and will be billed after the booking. Hire charges are displayed in the hall and on the website.
6. Hirers are responsible for setting out and clearing away furniture and equipment as arranged with the MCHA. The hall, including the kitchen area if used, is to be cleaned and tidied and returned to the condition it was found. No decorations etc that leave a permanent mark are to be attached to the walls of the hall under any circumstances. Any extra cleaning/care taking, deemed necessary by the MCHA after an event, will incur extra charges.
7. Hirers are responsible for the safety and security of the hall and must ensure all windows and doors are shut and locked, and electrical equipment is switched off upon departure including lights in the meeting rooms (the main hall lights are on a sensor). Hirers are responsible for any damage or loss caused to the Hall during their period of hire. All equipment used in the hall must be in a sound condition and must comply with current safety regulations. Any electrical equipment brought into the hall by the Hirer must have a valid PAT test sticker.
8. All parties using the hall do so at their own risk. MCHA will not be held responsible for any loss, damage or injury sustained by hirers and their guests/attendees. Hirers are responsible for carrying out their own Risk Assessment for their activity and taking appropriate measures. Unless otherwise agreed, the hall's insurance does not cover any of the Hirer's equipment or possessions, hence Hirers may wish to arrange their own insurance separately.
9. It is the responsibility of the Hirer to familiarise themselves with the Fire Regulations, emergency equipment, the emergency evacuation procedure, and applicable Health and Safety requirements as displayed within the hall.
10. Where traffic exceeding the capacity of the car park is expected, the Hirer is responsible for making arrangements for the supervision of parking to ensure that the access roads in the area remain unobstructed.

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11. The Hirer is responsible for complying with the conditions of the Highland Council Public Entertainment License granted to the hall, including but not limited to:
  - a. Observing the maximum capacity of the hall,
  - b. Observing the licensed opening times,
  - c. Ensuring that the access roads are kept clear at all times for emergency vehicles,
  - d. Arranging sufficient & suitably instructed stewards for their event if required,
  - e. Arranging sufficient and appropriately qualified First Aiders for their event if required.

A full copy of the Public Entertainment License is available on request.

12. Any additional licences or permits required for the Hirer's event (e.g. for the sale of alcohol, the use of licensed media, hazardous activities etc.) and adherence to their conditions are the SOLE responsibility of the Hirer.
13. Hirers may not sub-let the hall or any part of it.
14. The right of entry at any time to any event is reserved to the agent of the MCHA.
15. Any dispute will be resolved by the MCHA whose decision will be final.
16. MCHA reserve the right to amend these Terms and Conditions at any time and require Hirers to comply with the amendments once issued in writing.

Please respect the community facilities provided by the Minginish Community Hall Association and remember to leave the building in the clean and tidy condition in which you found it.

**When making your booking please allow time within your hire period for any setting up and clearing away that may be required – the times that you book are the times that the hall will be available for you. Note there may be someone coming into the hall immediately after your allotted time, so please be prompt in clearing away.**

If you require any additional information, please contact us:

- Call 01478 640230 (Claire)
- E-mail [events@minginish-hall.info](mailto:events@minginish-hall.info)
- Web site [www.minginish-hall.info](http://www.minginish-hall.info)