



Roseisle Hall

Conditions of Hire

Our Terms

One-off bookings are confirmed on full payment of the fee – the confirmation email will be the receipt. A full refund will be made if the booking is cancelled more than one month from the hire date. No refund will be made for a cancellation within one month of the hire date unless the hall can be rehired on that day (or the committee decides that it is appropriate in the particular circumstances).

Regular classes will be invoiced one month in arrears, requiring payment of the invoice within 14 days. Waiver of payment for cancelled classes will be at the discretion of the committee.

Before the Hire Period

The hirer shall be responsible for

- Obtaining licences that may be needed for the consumption or sale of intoxicating liquor and from the Performing Rights Society,
- Ensuring that arrangements are made in advance so that the conditions of licences and all other regulations relating to coronavirus(Covid-19) guidance, fire safety, health & safety and food safety can be met during the hire period. (see Appendix – Safety Conditions to be Met)
- Giving details of any hazardous activities (including bouncy castles) to the committee before the hire takes place **NOTE** Bouncy castles are not permitted inside the hall ie grounds only,
- Ensuring the appropriate insurance is in place if needed eg for regular classes, bouncy castles,
- Obtaining permission from the hall committee for use of any additional fittings or decorations.
- Providing a risk assessment where requested

During the Hire Period

The Responsible Person will, during the hire period, be responsible for

- The care and safety of the hall.
- The care, safety and behaviour of everyone using the premises.
- Ensure due consideration of the Hall's neighbours at all times, including no loud music in the hall or noise in the grounds after 11.30pm. You are asked to have vacated the premises by 12 midnight. Weddings may by negotiation be slightly later.
- Observing the conditions of licences and all other regulations relating to fire safety, health & safety and food safety (See Appendix- Safety Conditions to be Met).
- Ensuring the premises are not sub-let or used for any unlawful or unauthorised purpose.

End of the Hire Period

The Responsible Person shall be responsible for:

- Leaving the hall and grounds in the pre-hire condition.
- Replacing any contents temporarily removed from their usual positions.
- Removing all rubbish.

If it has been agreed with the Roseisle Hall Trustees that the hall will be left secure, the Responsible Person will close all windows, turn off all lights and heating, ensure all taps are turned off in the kitchen and toilets and lock all doors.

Any hirer's equipment is stored in the hall at their own risk of damage/loss. The hirer shall pay for the cost of repair of any damage done to the hall during or as a result of the hire. The management committee reserve the right to levy an additional cleaning charge of £50, if the hall is not left in the pre-hire condition.

Our insurance requires us to notify the hirer that a) the hall committee responsibility for damage to the Premises or its Contents is limited to £1,000,000 for any one claim, b) the hall committee are not responsible for bodily injury, illness, disease (including death) beyond common law, and c) the hall committee do not cover your liabilities arising from bouncy castles, inflatables or contact sports.

Safety Conditions to be Met

Fire Safety

The Responsible Person must make themselves aware of the emergency fire action plan, on the kitchen noticeboard, and ensure that

- Everyone in the hall, especially children, are made aware of the fire exit and assembly point locations.
- Sufficient stewards are available who know their responsibilities for evacuating the hall in event of fire.
- Arrangements are in place for anyone with poor mobility to safely leave the hall in event of fire.
- They have access to a mobile phone for contacting the fire service (the nearest public telephone is in Burghead).
- Fire exits are not blocked with obstructions inside the hall or cars parked outside the doors.
- The designated smoking area is used by all smokers.
- Barbecues are kept at least 5m from the building.
- Candles are not used in the hall.
- The maximum capacity of persons in the hall for fire safety is not exceeded.

The Responsible Person may want to consider making a register of attendees in case of fire. The maximum hall capacities are:

Dancing only 128

Seated at tables 90

Combination of above 109, however this does depend on the activity. Please seek advice from Roseisle Hall Trustees.

Closely seated 104

Health & Safety

The Responsible Person shall ensure that

- Spillages are cleaned up immediately using the equipment provided and the wet floor sign.
- Supervision of car parking, ensuring reverse parking is adhered to and parking marshals in

attendance for larger events.

- Portable electrical equipment brought into the hall is safe for use by means of PAT testing.
- They are familiar with how to switch off the electrical supply in an emergency.
- Tables and chairs are stacked carefully to avoid collapse.
- Slips/falls/incidents/ near misses are recorded in the accident book and reported to a committee member.

Food Safety

The Responsible Person shall ensure that the Food Preparation Procedure is followed for food preparation in the hall.