

## **Broughton Village Hall Hire Terms and Conditions**

### **1. Bookings**

- 1.1 Applications for use of the hall should be made to the bookings officer ideally via the Broughton Village Hall website: [broughtonhall.org.uk](http://broughtonhall.org.uk), or by e-mail ([bookings@broughtonhall.org.uk](mailto:bookings@broughtonhall.org.uk)). The telephone number is published on the website.
- 1.2 The time required to set up and to return the hall to its original condition is included as part of the booking and will be included in the invoice. The hall is only guaranteed to be available for access from the start of the booking to the end of the booking. (Note that we can publish separate event start and end times if provided on the published What's On sheets and on the website.)
- 1.3 Permission to bring alcohol onto the premises should be requested at the time of the booking or as soon as possible thereafter. Where permission is given for alcoholic drinks to be sold the applicant will be responsible for obtaining the necessary licence.
- 1.4 If necessary, those hiring the hall must ensure that they obtain the appropriate licences for their function (e.g. Public Entertainment Licence, Licence to sell alcohol, Theatres Licence, Civil Marriage Licence, Small Lotteries Licence etc...). The hall has a Performing Rights Society Licence.
- 1.5 The right to refuse any application for the hire of the hall, without assigning any reason, is reserved to the Hall Management Committee.
- 1.6 In making a booking you consent to the Hall Management Committee storing your contact details on computer for management purposes. Please see our Privacy Policy document for full details.

### **2. Use of the Hall**

- 2.1 Those hiring the hall are responsible for its proper and orderly use adhering to all laws including any safeguarding legislation to protect vulnerable adults and children.
- 2.2 Those hiring the hall shall be responsible for setting out and replacing tables, chairs etc... (please take care not to drag tables and chairs on the

floor) and leaving the hall tidy on vacating. Hall users are asked to clear the hall as soon as possible after a function.

- 2.3 No alcoholic liquor is to be brought into, or consumed in, any part of the hall premises without the express permission of the Hall Management Committee. If permission has been granted, no alcohol should be taken off of the premises, e.g. into the car park, unless the car park area has been included in the licence application.
- 2.4 Cars should not be parked so as to cause an obstruction in the car park or at the bridge entering the car park.
- 2.5 The Management Committee will accept no responsibility for anything lost or stolen in or about the hall premises or car park, nor for any damage to cars using the car park.
- 2.6 It is requested that those using the hall and car park should arrive and leave quietly while in the village main street.
- 2.7 Doorways to both halls and fire doors must be kept FREE FROM OBSTRUCTION
- 2.8 The number attending a Licensed Function is restricted to 130 and public meetings etc... to 300.
- 2.9 The Hall Management Committee or its agent shall have right of admission at any time to ensure that these conditions are being observed.
- 2.10 Anyone preparing or providing food in the hall should make themselves aware of the Scottish Borders Council Food Safety & Hygiene in Village Halls, Community Centres and Similar Premises booklet (<https://www.scotborders.gov.uk/downloads/file/8072/village-hall-food-safety-and-hygiene-booklet>)

### **3. Invoicing and Payment**

- 3.1 Invoices for bookings within a particular month are created by the treasurer and sent out by e-mail at the beginning of the following month. The treasurer can be contacted by e-mail at [treasurer@broughtonhall.org.uk](mailto:treasurer@broughtonhall.org.uk). Invoices should be settled before the end of the month following the date of the event, e.g. if an event is in January it should be paid for by the end of February.

- 3.2 Those hiring the hall shall be liable for any damage to the hall or its contents, the Hall Management Committee being the sole judges of the amount involved. Any damage should be reported to the Management Committee immediately.