

ARBUTHNOTT COMMUNITY ASSOCIATION

CONDITIONS AND REGULATIONS FOR USE OF ARBUTHNOTT PARISH HALL

1. The Committee are free to determine whether the Hall may or may not be used for any purpose and can refuse permission if any use, in the opinion of the Committee, falls out with the aims of the Association.

The aims of the Arbuthnott Community Association and the objects of the use of the Hall are "for the purpose of physical and mental training and recreation, and social, moral and intellectual development as may be found expedient for the inhabitants of the Parish of Arbuthnott and the surrounding district".

2. Any individual or organisation must agree to pay the letting fee and abide by the rules for the use of the Hall laid down by the Committee who may, at their discretion, waive any charges for functions that are not of a fund-raising nature and arranged purely for the general benefit of the Community as a whole, e.g. a children's Christmas party.

3. When hiring Arbuthnott Hall the following rules must be observed:-
 - a) Arrangement for collection of keys to gain access to the Hall should be made with the secretary when making the booking.
 - b) The Hall must be locked and the keys returned, as arranged, after use.
 - c) The Hall must be left clean and tidy (including sweeping and mopping of floor as required) at the end of the function or by previous arrangement, will be tidied within 24 hours of the termination of the let. Failure to do so will incur any cleaning costs to be invoiced to the hirer.
 - d) The individual or organisation responsible for the let must undertake to lay out, and later put away, any and all equipment and furniture used.
 - e) Tables and chairs must be left tidily stacked and no equipment including cutlery and dishes should be removed from the Hall without prior permission.
 - f) All electric equipment, lights and heating must be turned off and/or unplugged before leaving the Hall (remember to check the toilets).
 - g) All water taps and water heaters must be turned off.
 - h) All windows and fire exit doors must be left closed.
 - i) Any damage or loss must be reported to the secretary immediately.
 - j) No decorating may be carried out or nails drawing pins, Blue Tack, Sellotape, or similar adhesives used on the plaster or woodwork in any part of the hall without prior permission.
 - k) No alcohol should be sold on the premises without the appropriate licence.
 - l) Anyone arranging a private party where alcohol may be consumed must notify the police prior to the let.
 - m) Under no circumstances should any drugs or illegal substances be present in the premises.

- n) Under no circumstances should anyone smoke inside the building. (Smoking, Health and Social Care (Scotland) Act 2005 and The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006).
4. The individual or organisation responsible for the let will also be held responsible for any damage costs or other payments incurred.
5. All payment for the let must be paid to the Secretary within seven days of receiving the invoice unless alternative arrangements have been approved. A 50% deposit will be required for casual users.
6. The committee cannot be held liable for any loss of property whatsoever deposited in the Hall.
7. The committee cannot be held responsible for any accident or injury which has been caused through the negligence of any individual or organisation booking the Hall or anyone invited by them to participate in a function or activity in the Hall.
8. There is a fire alarm system fitted throughout the building. Individuals and organisations booking the Hall must acquaint themselves with the system and instruct members of their group on its use. All fire exits must be kept clear. When the Main Hall (large) is in use the fire exit at the south end (main door) must be unlocked during use and re-locked at the end of the function. In the event of a fire the building should be immediately evacuated and the Fire Services alerted - there is a public telephone immediately outside the building. As per the buildings public entertainment licence, two persons who are familiar with the buildings fire regulations must be present at all times.
9. Organisations and individuals must be responsible for the good conduct and behaviour of all invited to participate in any function at the Hall and for their adherence to these conditions and regulations for the use of Arbuthnott Parish Hall.

The maximum occupancy for each area of the Hall is as follows:

	Main Hall & Stage	Meeting Room
Close Seating	180	48
Dancing	126	34
Tables & Chairs	90	24

June 2010