

Colinsburgh Community Trust

Colinsburgh Town Hall: Terms and Conditions of Booking / Use

- Hire of the hall is only considered confirmed once a copy of these Terms and Conditions and a booking form have been received signed by the 'Hirer'.
- At no time should there be more than 120 persons present within the building.
- A record must be taken of the electricity meeting before and after use. This must be entered into the Hall usage log along with the reason for use of the hall and the length of time the hall has been occupied – this information **MUST** be recorded for any setting up time as well as for the event itself.
- People making a booking for an **event involving children** are politely asked to note that all children must be supervised by a responsible adult at all times and children **should not play outside of the Hall**, on the walls, or on the main road for safety reasons.
- The Hall **MUST** be fully cleaned after use and left in an appropriate condition. Cleaning materials are available in the East Annexe room. If the Hall is not cleaned to the required standard a fee will be imposed by the committee to cover the cost of extra cleaning.
- All rubbish **MUST** be removed. We follow a recycling policy, and the appropriate bins can be found outside the hall or in the school playground.
- All lights and heaters must be switched off when leaving the building. Failure to do so will incur a fee to cover any electricity consumed up to the point the next user enters the building.
- The outer door **MUST** be securely locked when exiting the building. Failure to do so will incur a fee of £5 plus any costs incurred as a result of the building not being secure.
- If alcohol is to be served it is the User's responsibility to ensure the appropriate licence is obtained prior to the event.
- If Caterers are to be used for an event, it is the User's responsibility to ensure they have the appropriate hygiene qualifications.
- A First Aid Box is available in the kitchen.
- Any accidents must be recorded in the Hall Accident Book located in the hall foyer.
- Contact details for use in Emergencies can be found on the foyer noticeboard.

Kitchen Terms and Conditions

- Any appliances that have been used must be left in a clean condition suitable for use by the next User
- If the dishwasher is to be used, please follow the detailed instructions on the door, in particular, ensure that the machine is emptied and left open when finished with and the filter pads have been cleaned.
- The hot water urn must be fully emptied after use.
- All electrical switches in the block to the left of the door between the kitchen and foyer **MUST** be turned OFF before leaving the building at the end of any Event / Function.
- Surfaces (counters, floors etc.) must be cleaned down if required.

A copy of these Terms and Conditions is available on the foyer noticeboard for your reference