



Bookings - Booking Secretary
Cousland Village Hall
1 Quarrybank
EH22 2NT
Email : couslandvha@gmail.com

Recognised Scottish Charity – No. SC 023430

Cousland Village Hall Booking Form

Contact Information

Name _____ Telephone No _____
Address 1 _____ Email _____
Address 2 _____
Town _____ Postcode _____

Function

Date _____
Setup/Clearing Time _____
Function Time _____
Activity/Reason _____
Bar Licence Required YES/NO _____ Bar Licence Time Required (see below) _____

Additional Information on the Occasional Permissions Bar Licence

- * Where the sale of alcohol is intended, the Management Committee will make the application for an 'Occasional Permissions Licence'. Midlothian Licencing Board requires two months notice to process the licence.
- * The charge for the bar convenor is £50 for the first 4 hours which includes the cost of the bar licence and by negotiation thereafter. Music and sale of alcohol must cease at midnight as a courtesy to the neighbours.

Condition of Hire

- * Please see the attached conditions of Hire.
- * Access to the hall before the event for setting up is by prior arrangement with the booking secretary.
- * The hall must be left clean and tidy after use and all waste materials must be removed from the premises – bin bags are available from under the sink. An additional charge will be made if waste materials are left behind.
- * A cleaning service can be provided at a cost of £30, please contact the Booking Secretary for further information.

Charges & Payment

- * Hall Hire is £10 per hour for local residents for small functions and £5 per hour for setting up and clearing away time.
- * Bar Convenor & Bar Licence is £50 for the first 4 hours
- * Cleaning Service £30.
- * Cheques should be made payable to 'Cousland Village Hall Association'.
- * Payment, before or on the day of the event, should be made to:

Tom Morrow
CVHA Treasurer
14 Toll House Gardens, Tranent EH33 2QQ
07884 125 126 tommorrowsolutions@gmail.com

Signature _____ Date _____

Terms & Conditions of hire of Cousland Village Hall facilities

1. The term “the hall” means Cousland Village Hall.
2. The term “the Hirer” means the person making the booking/reservation and signing the “Booking Form” as the official representative.
3. The term “the Management” means the committee designated by Cousland Village Hall Association (“CVHA”), to manage and run Cousland Village Hall.
4. The term “Hall Premises” means the entire facility of Cousland Village Hall and the adjacent garden area to the front of the Hall.

Use of Kitchen – Specific Terms & Conditions

1. THE HIRER SHALL BE RESPONSIBLE FOR ALL MATTERS RELATING TO FOOD & DRINK HYGIENE especially in the preparation of Food & Drink when hiring the premises. The Management cannot be held responsible for any food or drinks prepared on or off the premises by the Hirer or those responsible for catering during the Hire period. In addition the Management cannot be held responsible for the maintenance of correct temperatures in the refridgerator(s), freezer(s) and oven(s) on the premises.

General Conditions of Hire

1. All correspondence relating to the hiring must be conducted with the Hall Booking Secretary, or other authorised person.
2. When determining the hire period you will need to include any time required for setting up beforehand and clearing up afterwards. The hirer is expected to clear up after the function and be clear of the premises at the end of the booking period.
3. Persons under 21 years of age must have written parental consent for any hiring and parents must be present during the whole of the function.
4. The number of persons using the premises shall not exceed the number authorised.
5. The Hirer is responsible for the Stewarding of the premises during the hire period and shall provide sufficient stewards to maintain good order in the Hall during the period of the hiring.
6. The Hall shall only be used during the time and for the purposes stated on the Booking Form. The Hirer shall not sub-let or assign the Hall or any part thereof.
7. If the application is granted the hire charge must be paid in full on or before the day of the function.
8. The Hirer shall permit duly authorised Officers of the Hall Association to have free access to all parts of the building during the hiring and shall comply to any directions given by them.
9. The Management reserves the right to refuse admission to, and remove from the Hall any person without stating any reason.
10. No article such as musical instruments, tables, chairs, flowers or food may be delivered to the Hall before the booking time on the day of hire unless prior arrangements have been made with the Hall Booking Secretary or other official representative of the Management to allow this.
11. No nails, tacks, screws, etc., shall be driven into any walls, floors, fittings, furniture or structure, nor adhesive substances used on them.
12. No fixings may be made to any part of the premises. Poster and display materials can only be used by obtaining written permission in advance from the Management.
13. The Hirer shall not permit without previous written consent the installation or use of any sound equipment, additional lighting (including spotlights) or heating apparatus of any kind beyond that provided by the Management unless prior agreement is arranged.
14. The Hirer shall not permit the entrance or exit doors to be fastened up or any entrance or exit doors to be obstructed in any way.
15. The Hirer will be responsible for ensuring that people dancing in the Hall have suitable footwear.

16. Dogs must be kept on a lead at all times and be accompanied by a responsible adult unless specific alternative arrangements have been made with the Management.
17. Unless prior arrangement has been made the Hirer is responsible for ensuring that the premises are left in a clean and tidy condition.
18. The Hirer is responsible for setting out tables and chairs and returning such items to their correct place. CHAIRS MUST NOT BE STACKED MORE THAN 6 HIGH. In particular, the kitchen area and all kitchen appliances must be cleaned after use. All food and any rubbish must be taken away and disposed of. The toilets must be left in a clean state.
19. Damage of any kind (except that caused by accidental fire) sustained by the premises, fixtures and fittings, furniture, structure and fabric of the building and any other chattles therein arising out of, in connection with or as a consequence of the hiring, shall be made good by the Hirer to the satisfaction of the Management.
20. Where the sale of alcoholic refreshments is intended, the Management Committee will make the application for an 'Occasional Permissions Licence' N.B. Midlothian Council required two months notice for such a licence. Any alcohol sales must terminate 30 minutes before the hiring ends. The licence must be held behind the bar for the duration of the function. As licensee the CVHA and/or their bar convenor reserves the right to close the bar.
21. No intoxicants shall be sold or consumed by any person under the age of 18.
22. SMOKING IS PROHIBITED WITHIN THE PREMISES AT ALL TIMES
23. If necessary the Hirer shall secure compliance with the law relating to copyright and with the condition of any stage licence, music and dancing licence, cinematography licence, performing rights society licence or phonographic performing limited licence which may be applicable to the hiring of the Hall.
24. The Hirer must read the instructions for action in case of fire and be familiar with exit locations and all fire extinguishing equipment.
25. The Hirer is responsible for maintaining good order of and within the Hall and ensuring minimum disturbance to our neighbours during and after the function. This includes control of the noise levels specifically any music, both live and recorded, and during the dispersal of guests at the end of the function.
26. The Management reserves the right by notice to the Hirer to terminate the hire agreement at any time whenever they are of the opinion that the continued hire would not be in the interest of good management of the Hall.
27. No liability is accepted by or on behalf of the Management for loss or damage to any property, persons or things arising out of the hire or use of the Hall premises or fixtures, equipment or fittings therein, or use of the facilities provided during the hire period. The Hirer shall ensure that proper care is taken of valuables.
28. The Hirer shall indemnify the Management and the CVHA against all actions, claims and demands (whether on account of personal injury, damage, or loss of property) which may be brought against the Management and/or CVHA on behalf of any person whose presence in the Hall is in any way connected with the use of the premises by the Hirer and whether or not caused by or contributed to by the Management and/or CVHA or any of its officers.
29. The Hirer is responsible for ensure the heating and all lights are switched off at the end of the hire period or they will be liable for costs.
30. The Hirer confirms that they are aware of the requirements of the relevant legislation relating to the safeguarding of children and young people and protected adults.
31. The Hirers signature on the Booking Form shall constitute full and formal acceptance of all the terms and conditions of hire contained herewith.