

**Dunlop and District Community Company**  
**Terms and Conditions of Hire of Dunlop Village Hall**

**DEFINITIONS**

"The Company" is Dunlop and District Community Company.

"The Premises" comprise Dunlop Village Hall or any part or parts of it and of the site on which it stands.

"The Hirer" is any person or group or organisation who hires from the Company.

"The Charge" is the sum due by the Hirer to the Company for his hire of the Premises.

"The Hall Management Team" comprise those who are appointed from time to time by the Company to carry on the day to day management of the Premises.

"The Application Form" is the form of application which must be used to hire the Premises.

Throughout these Terms and Conditions "the singular shall include the plural and the masculine shall include the feminine.

**BOOKING, PAYMENT and CANCELLATION**

All applications must be made in writing using the Company's Hall Hire Application Form obtained by downloading the booking form from the Dunlop Community Company Website [www.dunlopvillagehall.org.uk](http://www.dunlopvillagehall.org.uk). Charges and arrangements for payment will be discussed at time of booking, and a deposit may be required. Regular lets will be billed monthly at the end of the calendar month.

Provisional bookings will be accepted but will be held only for 14 days. Alterations to bookings can only be made by contacting the Booking Secretary by e-mail or telephoning 07956 018 428.

Any person or organisation who cancels a let may be liable to pay a cancellation fee amounting to (a) two thirds of the total charge if less than three weeks notice is given and (b) the full charge if no notice is given. Regular lets may be subject to cancellation should the accommodation be required for a major function or a regular annual booking. As much notice as possible will be given and alternative accommodation will be offered if available.

**RESPONSIBILITIES**

Child Protection - the Hirer is responsible for compliance in full with legislation relating to the Protection of Children and Vulnerable Adults.

The Hirer must ensure that he is aware of the position of fire points, emergency exit doors, lighting switches, and the nearest telephone.

The Hirer must ensure that the period for which he hires the **Premises includes sufficient time for setting up before and to clear up and clean up after the event.**

The Hirer is advised to have appropriate Public Liability Insurance in force. The Company recommends that this cover should be for a minimum of £5 million.

**LICENSING REQUIREMENTS**

The sale of alcohol in the Premises is prohibited except where an appropriate license has been obtained by the Hirer from East Ayrshire Council as Licensing Authority. This license must be exhibited to the Company or to the Hall Management Team on demand and must be displayed in the Premises during the event for which the Hirer has hired the Premises.

**GENERAL CONDITIONS**

The Hirer shall indemnify the Company against any loss or damage, however caused, to the Premises, the furnishings and equipment therein, or to the property or goods of the Hirer or of any other person using the Premises and against any claim for injury or loss against the Company by any person or user of the Premises hired by the Company to the Hirer.

**The Premises and the furnishings and equipment must be left in a clean and tidy condition by the Hirer. The Hirer must replace all furnishings and equipment in pre-arranged storage areas.**

The Company or its authorised representatives shall at all times be entitled to free and unobstructed access to the Premises.

The Premises shall only be used for the purpose stated by the Hirer on the Application Form, and for no other purpose.

The Company reserves the right to refuse any application for a hire of the Premises without stating any reason.

The Company reserves the right to add to or to alter the foregoing Terms and Conditions at any time. Please note that the Premises are designated as a NON SMOKING Facility.

**I have read, understood and agree the foregoing Terms and Conditions which will apply to the Hire of the Premises by the Company to the Hirer:-**

**Signed .....****Date.....**

**Organisation (if applicable).....**