



## Victoria Diamond Jubilee Hall Terms & Conditions of Let

1. The Hall premises (hereinafter referred to as "the premises") may be let for such purposes as the Diamond Jubilee Hall, approves. DJ HALL reserve the right to refuse the use of the premises or any part thereof without assigning any reason.
2. Any organisation using the premises whose activities involves children and adults must ensure they have a Child & Adult Protection policy in place. This should also be displayed for all to see when the group is using the hall. Plus a copy submitted with your booking form.
3. DJ HALL advises that all clubs/organisations using the premises regularly have Third Party Liability Insurance. As well as any individuals holding events.
4. The Lessees will use the premises solely for the purpose stated in the let and shall ensure that all furnishings and equipment, and areas used are left clean and in good order. The Lessees shall be responsible for any damages.
5. DJ HALL shall provide normal heating, lighting and cleaning in connection with each let of the premises, but the Lessees shall pay all other expenses incidental to such let.
6. DJ HALL reserve the right to cancel any booking to the premises; reasonable notice will be given to Lessees where possible. DJ HALL shall not be liable in any way for damage to the Lessees in respect of such cancellation.
7. 48hrs notice must be given of a cancellation; otherwise DJ HALL will require payment of let.
8. An Eve-of Poll Meeting, General Election, By-Election or Highland Council Election shall have priority over all other bookings.
9. The caretaker and committee is authorised to close the doors if he/she thinks it is necessary to do so, for safety and good order.
10. The caretaker will carry out an induction on Fire Safety Procedures. It is the Lessees responsibility to evacuate the premises in an emergency. Following the fire action plan and health & safety checklist.
11. All stairways and passages within the premises must be kept free from any obstructions and all doors leading to these passages must be kept unlocked until the end of proceedings.
12. Extra fittings, decorations or scenery of any kind provided by the Lessees, including all outside erections, signposts etc shall be subject to the approval of DJ HALL before being fitted up. Such fittings shall be removed on the expiry of the let to the satisfaction of the Caretaker. Failing such removal, DJ HALL shall have the power to remove said fittings at the Lessees expense. Do not use tape, bluetack or silly string or anything else that may cause damage to decoration.
13. Under the Roads (Scotland Act) 1984 it is an offence to display posters on street furniture such as bus shelters, lighting columns and road signs. The Lessees are responsible for ensuring that promotional material for an event in the premises is only displayed in officially designated areas.
14. DJ HALL are not responsible for damage, injury to, or loss of goods property brought to them premises for exhibition, sale or other purpose, not of any goods or property left in the premises by the Lessees or other persons attending any meeting or function.
15. The Lessees are responsible for any damage that may be done to the premises and the fixtures and fittings therein during the time of, or arising out their occupation of the premises. Nothing shall be done or brought into the premises that will involve extra risk to the premises. No oil or any substances of an inflammable nature shall be allowed in any part on the premises.
16. Lessees booking the premises or part thereof for children's entertainment shall be bound to take all necessary precautions for the safety of the children, particularly those required by section 23 of The Children and Young Persons (Scotland) Act, 1973.
17. Alcohol will only be allowed on the premises is the Lessee has spoken to the local licensing board to check if the function event requires a licence. A copy of the licence must be given to DJ Hall prior to your booking.
18. The Lessees shall be bound and relieve DJ HALL of all claims made by any person or persons for damage or injury caused during the course of or in connection with Lessees occupation of the premises.
19. The leases will be responsible to make sure they have all relevant licences in place for any event they are holding. Also to have sufficient cover of stewards at the event to help the smooth running of the event.



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20. Any event bringing glass bottle into the hall will need to take these to the local recycling point this is not something we can dispose off. Your local recycling point is in the village car park on Balconie Street.
21. The leases will be responsible to make sure they have all electriconic equipment brought into the hall requires to have a valid Portable Appliance Test certificate.
22. No smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco) or electronic cigarettes is permitted in any part of the building. All smoking must be outwith the building at all times in designated areas only . All cigarettes butts must be contained within designated cigarettes bins or sand buckets.
23. All excess rubbish from any event held within the hall must be taken away after let by the hirer of the hall.
24. The hirer must make sure all health and safety requirements have been maintained in any set up prior to opening the doors to The public as shown in the hall induction. Keeping fire exits clear at all times. Making sure the evacuation route has not been Blocked by any set up for the event. Also that all these area remain clear during your let.
25. The hirer must make sure in the event of a fire or having to evacuate the hall for any reason, that all procedures have been followed and that you direct everyone to the nearest fire exit, and head to the fire assembly point. Closing all door behind you. Calling the fire brigade and the caretaker or hall booking clerk who will then take control of the situation. **Do not** re-enter the building until told it is safe to do so by the Fire Brigade or Hall caretaker. Make sure that you take the emergency evacuation grab pack as you will need this information to hand and for the fire brigade.
26. It is the responsiblity of the hirer to make sure they have your own public liability insurance and any other relevant insurances required for the event, group or club. Also we recommend that you have a trained first aider on site, during your booking.
27. It is the responsibility of the hirer to make sure that they have taken all necessary steps to comply with current Covid 19 restrictions during their booking. Everyone uses the hall in different ways so additional measures may be needed to be put in place by the hirer to keep everyone taking part safe.
28. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
29. If you are planning to play music or video you must have a performance right society licence for your event.
30. We operate a recycle policy. Please separate recycling and general waste by using the relevant bins.
31. Save energy to help protect the environment. Please switch off all lights, sockets, switches after your booking.
32. All terms and conditions must be followed including all guidance posters within the hall. Booking form, Health & Safety Checklist, Fire Action Plan, Emergency Marshall Actions. You confirm you have understood and have put all the following in place prior to you booking. You are confirming this when you sign the booking form.
33. Please ensure that you scan the track and trace QR code displayed at the entrance and use hand sanitisers provided.

*We hope your booking goes well. Thank you for using the Victoria Diamond Jubilee Hall.  
We look forward to welcoming you back soon.*

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