



## **CHARGES & CONDITIONS OF HIRE FOR GLENFARG COMMUNITY CENTRE**

### **CHARGES**

The charge for the Main Hall is £15 per hour and each of the meeting rooms is £10.00 per hour. Use of the kitchen and facilities is included in the hire charge. This charge includes a reasonable set up and clear away time of 30 minutes. If you require more time than that this should be reflected in your hire time and costs. (This includes using the kitchen facilities)

If you are a regular user, and use our hall more than 4 times a year, then we offer a discounted rate of £12.50 per hour for the hall and £7.50 per hour for the meeting room.

This discounted rate is only available to local people who are “members” of Arngask Hall, and also regular users. Membership is free, and all local hall users would be encouraged to join, to show their support for the hall and its charitable objectives.

Bookings for parties are charged at a fixed rate of:

- £65 for a daytime party of up to 3 hours duration.
- £125 for an evening party with access to the hall from 5pm for set up etc.  
Both of these rates provide exclusive use of the main hall, meeting room and all facilities.
- The schoolhouse rooms are not included in the party rate, but can be made available at an additional charge.

We charge a weekend rate of £300.00 which includes Saturday and Sunday exclusive use of the main building and all facilities.

A refundable deposit of £100 is required for bookings for evening parties, or weekend hire. This will be refunded in full during the week after the event, unless deductions are required for extra cleaning / damage.

**Glenfarg Community Centre**  
**Greenbank Road, Glenfarg PH2 9NW**  
bookings@glenfargcommunitycentre.org.uk  
www.glenfargcommunitycentre.com  
Charity Number SC048505

Bookings should be made in writing, preferably by email to [bookings@glenfargcommunitycentre.org.uk](mailto:bookings@glenfargcommunitycentre.org.uk)  
Invoices will be sent out for each booking, and payment is due within 15 days of receipt. For one off or party bookings, payment is due in advance of the event.

Cheques should be made payable to Arngask Hall. . Payments can also be made by bank transfer to the Bank of Scotland. A/C 18486867 Sort Code 80-22-60 Arngask Hall. Please include your invoice number.

## **CONDITIONS OF HALL HIRE**

1. The Hirer will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight, and for the behaviour of all persons using the premises whatever their capacity. Any accident occurring in the hall must be recorded in the Accident Book, which is held in the kitchen. If the Committee has reasonable grounds for believing that any of the conditions of hire may not be met by a hirer, it reserves the right to cancel the booking and advise the hirer accordingly. The Hirer will report any building issues or damages to the Bookings Secretary in writing as soon as possible to allow the Committee to investigate or repair as necessary.
2. A charge may be made by the Committee for the cost of replacement or repair of any loss or damage to any part of the Hall or its contents as a result of the hiring. A charge may also be made for any exceptional cleaning costs required following the hire at £20.00 per hour.
3. The Hirer shall be responsible for (a) obtaining any licenses that may be required (i) for the consumption of intoxicating liquor), (ii) from the Performing Rights Society, and (b) the observance of all other regulations pertaining to the premises stipulated by the Fire Authority, Perth and Kinross Council and the Hall Committee. Please note this includes offering a free glass of wine as part of a ticket sale (or selling alcohol in any capacity) as this is included by law as deemed to be selling alcohol and a license would be required. This includes presenting the Hall Committee with evidence that adequate insurance arrangements are in place. It should be noted that private individuals may not be eligible to apply for an alcohol license – please check the legislation with Perth and Kinross council.
4. The Hall Committee is not responsible for any property belonging to groups or the Hirer.
5. If the Hirer wishes to cancel any booking, at least two weeks advance notice must be given to the Bookings Secretary. If such notice is not received the normal fee will be charged.
6. At the end of the hire, the Hirer is responsible for -
  - leaving the premises and surrounding area in a clean and tidy condition
  - for replacing any items temporarily removed from their usual positions
  - the floors are hoovered, brushed or mopped as appropriate

- equipment is stored in a safe and tidy manner
  - no items are left over from their function
  - the premises are left clean for the next user
  - the toilets are checked to be vacant, for cleanliness and that the taps are off
  - all waste is removed to the external bins, or taken home
  - ensuring that used dishcloths and tea towels are not left soaking in the sink. These should be taken home to launder and then returned to the hall
  - the lights and heating are turned off and the doors locked.
7. A Repairs book is located in the hall foyer. If any matters come the hirers attention where repair or maintenance work is required please note it in the book, for the attention of the caretaker. Please also note any damage or breakages, however minor, in the repairs book.
  8. All youth organisations must be supervised by at least TWO adults at all times. Other organisations may be using the Hall. If so, please be considerate and keep noise down.
  9. All organisations must ensure that they comply with their safeguarding policies.
  10. Groups working with children and young people must have a written child protection policy in place, and provide a copy of this to the Hall Committee on request.
  11. The Sound system is to be used for entertainment only and kept at a reasonable volume. All music must stop no later than 12.00 midnight.
  12. Any Hall hire finishing after 12.00 midnight must be brought to the attention of the Committee at the time of booking, as an additional charge may be made.
  13. Any changes required to the underfloor heating must be dealt with by the Caretaker or Bookings Secretary only and not made by any person using the Hall. If the wall-mounted (main hall) or free standing (meeting room) radiators are used, these must be switched off on departure. (Note - the main hall heater on/off switches need to be checked as the heaters can appear to be off when they are still on)
  14. Any complaints regarding the Hall or bookings must be put in writing to the Chairperson.
  15. Food Hygiene Guidelines are on display in the kitchen for the benefit of all users. Please read these and adhere to them. No food may be left in the fridge. All kitchen equipment, crockery, cutlery and work surfaces must be cleaned, with an antibacterial and antiviral agent, after use. The Hall Committee accepts no responsibility for any food consumed on the premises.

16. For Hirers wishing to use a bouncy castle an additional charge of £5.00 per hour will be made, and this must be agreed with the bookings secretary at the time of booking. Hirer should ensure that a Risk Assessment has been carried out and adequate insurances are put in place by those providing the bouncy castle.
17. WiFi is available throughout the hall. Users should connect to GFCommunityCentre, and the password is GlenfargCC.
18. Arngask Hall Board have the right to close the hall if there are safety concerns relating to Covid 19, or if Scottish Government Guidelines require the closure of Public Buildings. If closure is necessary, the Board will attempt to inform you promptly and there will be no charge for the cancelled hire.
19. By placing a booking, the hirer acknowledges all the conditions of hire, and agrees to adhere to these.

April 2024.

Previous Amendments - March 2011, September 2017, December 2018, October 2021, June 2022, December 2023