

Craignure Village Hall – Booking Form

Tell us who you are

Please enter your details and/or those of your group/organization/company.

PLEASE USE BLOCK CAPITALS

Name

Address

Postcode

Telephone

What date or dates do you want to book?

Please enter a date or range of dates.

Date/Dates

At what time?

Please enter the time range; ie 7pm to 9pm

Time Range

Which parts of the hall do you want to book?

Please put an 'x' in **one** box only:

Main Hall only

Committee Room only

Both rooms

Who is responsible for paying for the Hall Hire?

Please enter the name, address and contact details:

PLEASE USE BLOCK CAPITALS

Name

Address

Postcode

Telephone

E-mail

CONDITIONS OF USE

- ❖ Due to fire regulations no more than 250 people are allowed in the main hall at any one time. The event organizer is responsible for ensuring this maximum is not breached.
- ❖ Your booking will not be confirmed until the booking form has been completed & returned to the caretaker.
- ❖ For use of hall equipment/facilities please make arrangements with the caretaker.
- ❖ **The caretaker should be notified of any cancellations or changes to the booking prior to the date required, otherwise a charge may be incurred.**
- ❖ The user (s) is responsible for familiarizing themselves with the locations of fire exits & should dial 999 if the fire alarms are activated. See health and safety file located in the hall foyer.
- ❖ The book in the kitchen should be used to lodge any damage or breakages or complaints.
- ❖ Prior to departure, ensure that all lights, heaters and electrical equipment are switched off, (a charge may be levied to cover extra electricity used), and that all chairs are returned to where they were found.
- ❖ Leave the building as you would expect to find it & please use the re-cycling bins provided. In the event of the hall requiring extra cleaning and/or damage to the hall/property after use, a charge may be levied.
- ❖ Cheques should be made payable to **Craignure Village Hall**.

FIRE & SAFETY POLICY

A summary of the Hall Users' Responsibilities

- ❖ In the event of an outbreak of fire, the person discovering the fire will immediately contact the emergency services by dialing 999. All users should then evacuate the building via the nearest exit to a safe position, well away from the building. The event organizer is responsible for ensuring that all users are made aware the actions to take in the event of a fire.
- ❖ All hall users should familiarize themselves with the hall's health, safety and fire policy, risk assessments and fire exit plan. This information is available in the wall mounted folder, marked hall health and safety information in the hall foyer.
- ❖ Smoking is not permitted on the premises.
- ❖ Sources of naked flames are prohibited including the use of candles.
- ❖ Keep combustible materials away from sources of heat and ignition.
- ❖ Keep all fire doors closed at all times.
- ❖ Keep all exits clear at all times.
- ❖ Any defective equipment must be taken out of use immediately. The fault on the equipment should be reported immediately to the committee.
- ❖ Please report any damage to equipment or furnishing and/or any health and safety or fire incidents/near misses to Andy or Diana on 01680 812105. In the event that Andy or Diana are not available please contact another hall committee member. Their telephone numbers can be found on the hall entrance door.

CANCELLATION POLICY Please let the Caretaker know if you no longer need your booking. If you do not tell us before the date booked, you may be charged.

KEY COLLECTION & RETURN The key for the Village Hall should be collected and signed for at the Craignure Visitor Information Centre (next to the Calmac Office) during office hours (09.00 to 17.00 hrs.) and then returned there. If returning out of office hours the key can be posted through the rear door of the Visitor Information Centre. If you are unable to collect a key during office hours please make prior arrangements with the Caretaker. (07792 485454)

Save this PDF with your changes and e-mail to:

caretaker@craignurevillagehall.org.uk

Large Catered Evening Events (Weddings, Adult Parties, Dances etc)

- ❖ A deposit of £100 (**paid in advance & in addition to the hire charges**) will be required to cover cleaning costs. This amount can be refunded if the hall is cleaned by the hirer, to the standard in which it was found by 12.30 pm on the day after the event. The committee reserve the right to retain all or part of this deposit if the cleaning is sub-standard or incomplete.
- ❖ Decorating the hall is allowed by pre-arrangement only, please contact the caretaker to discuss your requirements when making the booking.
- ❖ The user is responsible for removing all property belonging to themselves and their guests &/or their caterers from the hall buildings by 12.30 pm on the day after the event. Failure to do so may lead to the items being removed by the cleaners and/or members of the Craignure Hall Committee.
- ❖ Any food/drink left in the kitchen &/or fridge following a large catered event will be removed after 24 hours unless prior arrangements have been made with the caretaker.

I understand and agree to the CONDITIONS OF USE, the FIRE & SAFETY POLICY and the CANCELLATION POLICY shown below.

Craignure Village Hall Registered Charity SC023550