



## Conditions of Hire

The following Conditions of Hire should be read, marked to show that you accept our terms prior to booking.

We will accept a typed name as it will be date stamped in our application information

1. Bookings can only be made by arrangement either by booking form completion or emailing enquiries@lonach-hall.com.
2. Regular local user groups payment is to be made on receipt of an invoice.
3. A 25% non-refundable booking fee is required to secure the hire of the hall for any event and the balance is to be paid at least 4 weeks in advance of the event.
4. The hirer must ensure that all necessary rooms and hours required are booked. No additional rooms can be used without pre-booking and **all hours must be paid for.**
5. Please ensure that numbers are not exceeded i.e. Main Hall - 250; Upper Hall - 80; Committee Room - 25. Overall numbers should not exceed 250 unless by prior arrangement and supply of a marquee and additional toilets.
6. If cancellation is necessary then the Lonach Hall Community Association (LHCA) Committee should be notified as soon as possible. The hirer is liable to pay the full cost of the hire if cancellation is made less than 28 days prior to the hire date.
7. Fire Exits must be kept totally clear of obstructions and impediments. Fire Doors should never be wedged open for any lengthy period.
8. It is the responsibility of each hirer to leave the hall in a clean and tidy condition. It is a legal requirement for all rubbish to be disposed of in the outside recycling bins.

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9. **Please do not move the bar as this causes damage to the bar structure and hall floor.**

10. All areas of the hall used should be swept and the kitchen left clean and tidy.

11. After use, all lights and heating should be turned off and all windows and doors shut and securely locked.

12. All evening functions must finish in accordance with the terms of the Booking Form and licence (if applicable).

13. No Smoking. It is against the law to smoke in these premises. Please use the outdoor smoking area.

14. It is requested that you do not attach anything to the floors, walls or fabric of the building which might cause permanent marking.

15. Damage or breakages should be reported to the LHCA Committee as soon as possible. The hirer may be liable for any costs incurred.

16. The LHCA Committee cannot be held responsible for any loss due to machinery failure, electricity failure, heating failure, water leaks, fire or act of God which may cause temporary closure of the building or interrupt any hire.

17. In the event of severe weather/snow, the LHCA Committee cannot accept responsibility for clearing the roads or paths and access to the premises cannot be guaranteed. It is the responsibility of the hirer to arrange for and pay for snow clearing. If the hirer decides to cancel their booking because the hall is inaccessible then NO charge will be made.

18. **In the event of a licensed bar, NO alcohol may be brought on to the premises by hirers or their guests.** All alcohol consumed on the premises must be supplied by the licensed bar in accordance with licensing regulations. The Lonach

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Hall can arrange a licensed bar for events if requested. This can take up to 6 weeks to be granted. In the event of an outside licensed bar, the hirer is responsible for ensuring that the necessary licence has been obtained and that all conditions are met. A copy of the licence should be presented to the LHCA Committee prior to the event and displayed in the hall, as required by licensing regulations, during the event.

19. The Lonach Hall has Public Liability Insurance, but hirers are expected to ensure that any other relevant insurance is in place prior to the event. The hirer will be responsible for any loss, damage, theft or injury caused as the result of their hire or by the use of any equipment they introduce. No responsibility will be carried by the Lonach Hall Community Association (LHCA).

20. Any breach of the above conditions may result in future bookings being refused.

21. Prices are correct at time of form creation in June 2024. Please note that these are subject to change and are subject to annual review.

I agree to the terms laid out in section 8 and 9 of the Conditions of Hire of the Lonach Hall, Strathdon as per my booking form application.

Print name: .....

Date of Event :.....

***Please return a copy of this agreement along with your booking form.***

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