

Hall Booking: Terms and Conditions

So that you understand your responsibilities, please read the following Terms and Conditions, together with the document providing Hall Information and PVG disclosure requirements. These set out the terms under which we make the accommodation available to you. By entering into an agreement to use the Hall, you agree that you have read and accept these terms.

- 1. Responsibilities:** The Hall and its facilities must be used with care and consideration. The person making the booking is responsible for ensuring that the Hall and its facilities are not misused, and that appropriate safety and security measures are observed for all activities.
- 2. Safety:** Smoking is not permitted anywhere within the premises, including the toilets and entrance vestibule. The serving of alcohol is not permitted without specific consent. Fire exits must be kept clear at all times. You should note the positions of fire extinguishers and other safety equipment, including First Aid boxes. In line with the safeguarding principles of the Scottish Episcopal Church, anyone booking the Hall for activities involving children or Protected Adults may need to have PVG disclosure. Completion of such a disclosure (where required) will be a condition of approving a booking. Further information on this requirement can be found in Disclosure Requirements below the Hall Information document.
- 3. Insurance:** St Mary's Episcopal Church has Third Party liability insurance for Hall users. Individuals and groups should ensure that adequate insurance is in place to cover their use of the accommodation, and for any property or equipment brought into the accommodation.
- 4. Damage and Breakages:** The cost of repair or replacement of any damage or breakages while in use by will be charged to the group concerned. Please report all damage or breakages to the Hall Co-ordinator.
- 5. Booking Times:** Please keep to the booking times agreed. If you need time before or after an event to set up or clear up, please include this in your booking request. Evening bookings must be concluded and the premises vacated by 10 pm, unless a later time has been agreed with the Co-ordinator..
- 6. Car Parking:** There is only very limited car parking space available in front of the Hall. To ensure access by emergency vehicles at all times, parking is restricted to those with limited mobility. Temporary access is allowed for the purpose of bringing equipment into the Hall. If dropping off car passengers to use the Hall, please do so in Smithy Loan or at the church gates.

Please note that the Rectory driveway is not a public thoroughfare. During the school day please take extra care if driving past the Rectory to access the hall as school children may be walking along the same route.
- 7. Equipment and Stage Lighting:** All equipment is used at the user's own risk. The School's PE equipment should not to be used without the School's prior written permission. Stage lighting is not to be used unless pre-arranged at the time of booking, and may be subject to an additional charge. Instructions for use of the sound system are provided at the right hand side of the stage.

- 8. Accidents:** Please take all necessary precautions to avoid accidents. Any accident involving injury (however minor) must be recorded in the Accident Book in the kitchen.

Contacts

Hall Bookings Co-ordinator: Peter Holmes, 15a Ochloch Park, Dunblane FK15 0DU.
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Hall/Church Treasurer: Alastair Christmas Email: treasurer@stmarysdunblane.org