

HOLYTOWN PARISH CHURCH OF SCOTLAND

Hall Letting Policy and Agreement

The Hall Letting Policy of Holytown Parish Church of Scotland is that the Hall will be let to Hirers at the Discretion of the Kirk Session (The Trustees). The Schedule of Charges as agreed by the Kirk Session (The Trustees) is £15 per hour.

The User agrees with the Trustees and complies with the following Terms and Conditions:-

1. To pay the letting fee at the agreed rate of £15 per hour.
2. To leave the hall in a clean and tidy condition after use.
3. Not to deface, make any alterations or additions to the interior or exterior of the Hall or to the decoration, fixtures and fittings of the Hall or to the furniture.
4. Not to remove any of the furniture from the Hall
5. Not to use the Hall for any other purpose other than that agreed with The Trustees.
6. The consumption of alcohol is not permitted on or directly outside the premises
7. Not to smoke or permit smoking inside the Hall (including E-Cigarettes)
8. Not to permit to be done anything which may be a nuisance or annoyance or cause of damage to any neighbouring property
9. Not to use the Hall for any illegal or immoral
10. No smoke, bubble or foam machines are allowed
11. The Hirer will be responsible for the setting up and clearing away of any tables, chairs etc. that are required by them for the purposes of their activity.
12. All rubbish must be bagged and taken away and disposed of off site by Hirer
13. Cooking facilities are not available
14. The Trustees will not be held liable for any food which is provided by the Hirer or other caterers
15. Children under 18 years must be properly supervised by an adequate number of responsible adults (please provide details of responsible adults on day of event)

The Trustees agree that

Should the Church require the use of the Hall for a special function which conflicts with the Hirer's letting date, then the Hirer, after being given fair and timely notice, would require to cancel their event for that particular date.

HOLYTOWN PARISH CHURCH HALL

FIRE POLICY

It is the responsibility of the hirer to ensure that their helpers are aware of the following:-

- In the event of a fire the HIRER in charge of the hall will instruct all persons to leave the building using the nearest available exits. A clean sweep of premises should be undertaken if safe to do so.
- Call the **FIRE BRIGADE** and give this address:-
 - 260 Edinburgh Road
 - Holytown
 - ML1 5RU
- HIRERS should ensure that once the building has been evacuated, members of the public **DO NOT** re-enter the building to collect personal belongings etc.
- On the arrival of the Fire Brigade the HIRER should report to the officer in charge that all persons are safe, or should inform Fire Brigade of the last known position of any persons not accounted for.
- The fire extinguishers are clearly visible in the hall and also there is a fire blanket in the kitchen. Please be aware of the instructions for use of each appliance printed thereon.
- There are two fire exits in the hall, clearly lit – one through the main entrance door and the other at the rear beside the kitchen. HIRER is responsible for pointing out these exits to their guests. Wheelchair users are able to exit by both doors.
- No table or other obstruction to be placed across fire exit doors.
- The place to meet in case of evacuation is the car park. The HIRER is responsible for checking that all are present and accounted for.
- The fire exit signs should be illuminated at all times but should this not be the case on entering the hall, then please notify the Booking Agent, Alice Smith
- The HIRER is asked to report the incident to the Booking Agent, Alice Smith