**Venue Hire**

Terms and Conditions

1. This document relates to the hire of Brechin City Hall and includes the main hall, lesser hall, bar, kitchen, stage, dressing rooms, toilets and storage areas.

2. It is the responsibility of the hirer to check that the venue is suitable for their needs before applying. Special attention should be given where young children are to frequent the premises as part of the hire.

3. Maximum permitted numbers as agreed with BCHug must be strictly adhered to.

4. All items of electrical equipment brought into any BCHug facility must carry a valid and current Portable Appliance Test certificate or validation.

5. The hirer will be responsible for ensuring that any persons operating electrical or mechanical equipment are competent to do so with full regard to health and safety matters. Fire precautions must be observed with regard to equipment used.

6. The hirer must complete a risk management checklist along with a booking application together with any other requested documentation before a booking can be confirmed.

7. For major/one off events the hirer must hold public liability insurance with a minimum indemnity of £5 million and shall forward evidence of such cover to BCHug. Exemptions to this would be private hires by individuals e.g. wedding receptions and birthday parties and private hires.

8. The hirer will be responsible for securing any permits required for the performances or showings of copyright work. BCHug will not be liable for any damage and expenses claimed by person or company as the consequence of the performance of copyright work for which the user did not obtain a permit from Performing Rights Society or any appropriate licensing body.

9. Photography and filming at exclusive use for parties, functions and events is permitted. The hirer is responsible for the control of such photography and filming and will comply with BCHug’s photography and filming policies.

10. Where alcohol is to be sold the hirer will be responsible for obtaining the relevant licence. A copy of which must be provided.

11. Any equipment required must be included in the "Other Requirements" part of the booking form. The hirer cannot bring equipment into the facility unless prior approval is given.

12. The hirer must include sufficient time in the booking period for set up and dismantling of equipment.

13. The hirer should give BCHug at least two weeks notice of their requested booking date although bookings may be accommodated at short notice. Requested dates and/or times cannot always be guaranteed.

14. For community bookings, once the hirer receives confirmation of booking availability and price, a 50% non-refundable deposit, together with the required documentation, will be required within seven days to secure the booking. Full payment must be made at least 14 days in advance of the hire date or the booking may be forfeited.

15. For standard bookings, once the hirer receives confirmation of booking availability and price, full payment, together with the required documentation, will be required within seven days to secure the booking.

16. Failure to make payment for bookings will result in cancellation and may jeopardise future bookings.

17. If the hire is cancelled less than a month from the hire date it will result in a 100% charge being made, within four to eight weeks a 50% charge will be made and over 2 months a £25.00 charge for administration will be made.

18. Failure to honour bookings on a regular basis may result in cancelling the remaining bookings for the block.

19. Times requested for the booking must be strictly adhered to and areas must be vacated by the stipulated times.

20. Clubs / regular users can apply for an advanced block booking for 12 month's duration. The application form must be submitted four weeks in advance.

21. It is the sole responsibility of the hirer to ensure that no criminal or fraudulent activity occurs in or on or at BCHug venues during the period of the hire.

22. BCHug has no responsibility for the activities of persons using or visiting the venue during the period of hire and therefore hirers should ensure they have taken any steps necessary to ensure propriety and authentication of any use or goods made available.

23. The hirer shall appoint a competent and responsible person who shall be present and in charge during the entire period of use. The hirer will also be responsible for arranging an adequate number of competent persons for supervisory duties, who shall take appropriate action to safeguard the health and safety of all participants. Efficient door control must be maintained at all doorways leading to and from the premises to ensure that free egress by the various exits is maintained during the period of use.

24. The competent person must acquaint themselves with the fire procedures in respect of the position and use of fire appliances. Person(s) in charge must familiarise themselves with escape routes from the area of the hire and check that there are no obstructions present. They must ensure there are no obstructions inside and outside the fire exits in the area of the let.

25. The competent person will responsible where alcohol is to be brought in and consumed in venues. This will include the control of underage and irresponsible drinking.

26. The hirer will be responsible for checking the condition of equipment used during their booking and also for reporting any issues to a facility volunteer.

27. The hirer will be responsible for arranging the disposal of all glass and plastic and other recycle materials that cannot be contained within the facility bins.

28. All items of display and decoration brought in by the hirer should only be affixed to walls etc with the prior agreement of BCHug. The hirer must remove all such items at the end of their hire period.

29. The hirer will be responsible for clearing and cleaning the facilities used at the end of their booking.

30. Use of the any facility shall be granted at the discretion of BCHug. BCHug reserves the right to cancel, change or cut short any hire for any reason, including if an event is improperly managed or where the health and safety of participants, staff or the public are in danger.

31. All hires are subject to these BCHug Management Rules.

32. All complaints or enquiries should in the first instance be directed to a venue volunteer.

**Brechin City Hall Users Group**

**is a Scottish Charitable Incorporated Organisation - SC048285**