

Thornhill (Stirling) Community Hall

Booking Terms & Conditions (Version 1.0/22)

GENERAL

Thornhill Community Hall is run and managed by volunteers, not by the council and as such we welcome you to our Hall on condition that you use the facilities with due respect for other users and the wider community.

The following information has been prepared to inform users of the steps taken by the Thornhill Community Hall Committee to provide a welcoming and safe venue. All bookings may also be subject to any specific government regulations in place for that activity or sector.

Bookings are managed online within the HallMaster booking system. The availability calendar is available here, showing your reservations. <http://www.thornhillcommunityhall.org.uk/calendar.html>

The bookings secretary will register you on the system and enter the details of your booking. When booking, all hirers must provide the following information.

- Name
- Affiliation - Company/Organisation/Group
- Email address
- Contact phone number
- Billing information

All fees are payable in advance of the booking date unless an account is agreed and established in advance.

Cancellation of bookings can be made with the following conditions applied

- Cancellation 7 days or more prior to start of reservation - no charge
- Cancellation < 7 days but > 48 hours prior to start of reservation - 50% refund
- Cancellation less than 48 hours prior to start of reservation- no refund

ALL users **must** accept these terms as a condition of booking.

GUIDANCE

Hall volunteers will, if required, open the Hall and show hirers the accommodation, safety aspects, location of lighting & heating switches and the facilities in the kitchen, including the cleaner's cupboard. If no one is available then telephone assistance will be given and the keys for the front door are secured in a lock box to the right of the main entrance. (Code available on request)

All users must **LOCK the Hall** after use and **complete required cleaning and exit tasks** outlined on the following page

OUR OWN CLEANING REGIME

The hall undertakes a regular cleaning regime and will carry out the following on a weekly basis:

- Disinfect all doors and light switches
- Disinfect all kitchen work surfaces
- Disinfect all toilet seats and sinks in bathrooms
- Mop and/or vacuum all floors.

Any specific cleaning requirements over and above this is the responsibility of the user, the committee provides a non chargeable 15 minute period between hires to allow renters to tidy and clean after each use.



CLEANING*

- ☐ Clean and mop all floors and surfaces and clean up any spillages
- ☐ Clean, tidy and flush all toilets
- ☐ Return any chairs and tables and other items used to the storage area
- ☐ Wash, dry and return any crockery, cutlery and utensils to their original location
- ☐ Remove any personal items from the fridge
- ☐ Bag and remove any rubbish and dispose of at home
- ☐ Return cleaning tools and materials to the cleaners cupboard in the kitchen

CHECK LIST BEFORE LEAVING

- ☐ Report any damage or breakages* to the bookings secretary at the end of the booking period
- ☐ All interior lights switched off (Note : External LED low power lights are always on)
- ☐ All room keys returned to kitchen key box
- ☐ Hall heaters are switched off
- ☐ The stage door is locked and all fire exits are closed
- ☐ Switch off hot water boiler and immersion heater (kitchen) & pump (lobby)
- ☐ Hirers must ensure hall locked on exit
- ☐ Return key to box on wall outside main door, please ensure the key box is locked.

**The committee reserves the right to charge for any breakages and/or for any cleaning it deems necessary due to lack of adherence to the above conditions and at its discretion.*

*The Hall may be cleaned by hirers following an evening event on the following morning but prior to 9am to allow for other lets using the Hall. This **MUST** be pre-arranged with the Booking Secretary*



The Hall has a strict **NO SMOKING** policy



SAFETY

Safety is our primary concern for all hall users and as such the committee urges all hirers to observe and comply with safe practice at all times. Please observe any notices posted around the hall and think SAFETY FIRST.



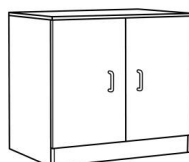
FIRE SAFETY

There are several fire exits clearly marked, a fire detection system and numerous fire extinguishers. There is an emergency torch in the kitchen. Please familiarise yourself with the location of the exits and extinguishers and refer to the notice board for the correct procedure should a fire occur.



COSTS

Hall rental rates are available for the entire building or for specific rooms and additional services, such as changing rooms, showers etc. Concessionary rates may be available for local groups and regular users by agreement. All costs levied are at the discretion of the Hall Management Committee and must be paid in advance except where an account has been agreed and established. The Hall is run by voluntary endeavour, NOT the local authority, so prompt payment of all charges is both necessary and appreciated, in order to maintain the resources of the Hall for the community.



STORAGE

Please do not place anything in the marked cupboards in the kitchen as these are reserved for specific regular user groups.



INSURANCE

The Hall has statutory insurance policies in place **but** the Hall insurance does **NOT** cover hirers or users property for loss damage or any other liability.

Hirers and users are also responsible for any licences or permissions – alcohol, entertainment etc, which may be required for specific events.

Any electrical equipment brought into the Hall must be PAT tested and currently certified as such .



NOISE

Please respect the residents of properties close to the Hall in the evenings, ensuring that you manage noise levels throughout the hire, leave quietly and do not run nor rev-up cars and coaches.



LIVE TV

It is forbidden to watch live TV in the hall as we do **NOT** have a TV licence.

Anyone caught using a live TV will be asked to vacate the hall and a fine may be imposed.



TABLES, CHAIRS and OTHER FURNITURE AND FITMENTS

Must **NOT** be taken or used outside.

Contact Details

Postal Address

Thornhill Community Hall
Back Loan
Thornhill
Stirling
FK8 3QB

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Website

www.thornhillcommunityhall.org.uk

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Booking Secretary

bookings@thornhillcommunityhall.org.uk

Tel: 07973 661931

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Treasurer (accounts Payable)

treasurer@thornhillcommunityhall.org.uk