

# TILlicOUNTRY CENTENARY HALL COMPANY LIMITED

(Company Number SC178214 Registered Scottish Charity Number SC027314)

## CONDITIONS OF LET FOR TILlicOUNTRY CENTENARY HALL

1. The Lessees shall be responsible during the course of the let for the proper conduct of the let and shall be liable for and indemnify the Company in respect of
  - a) Any damage caused to the Hall and/or to the furnishings, fittings, equipment and others contained in or part of the Hall arising from or during the course of the let and the cost of repairing such damage and
  - b) Any damage to the property of any person or injury caused to any person arising from or during the course of the let
2. Any damage to the Hall, fittings or equipment therein found prior to the commencement of the let must be reported to the Company before the let begins.
3. The Company shall not be liable for any damage to or loss of property brought to or left in the Hall nor for any injury to any person arising out of the let.
4. The Lessees shall use the Hall solely for the purpose(s) stated in the let and shall ensure that the Hall is left in a clean, neat and tidy condition. **A retainer deposit of £30 is required** for each let which will be returned within 14 days of the let provided this condition is met.
5. The Organisation must name one of their number who shall be the “responsible person” in respect of the let. This person must be at least 21 years of age and be in possession of a working mobile phone in case of emergencies arising during the let. Please note there is no working phone in the Hall.
6. The Lessees are responsible for ensuring compliance with any emergency regulation or special regulations in force for the time being. The Lessees shall familiarise themselves with the Company’s fire regulations relating to the Hall in order that they shall be able to take the appropriate action in the event of a fire occurring during the course of the let. All exits from the Hall must be kept clear of obstruction.
7. If permission is given by the Company for the sale of alcohol at any function the Lessees shall obtain and have in force all the necessary permission by the licensing authority and shall ensure that no breach of the conditions of such permission is allowed to occur.
8. Authorised members of the Company shall be entitled to free access at all times to the Hall
9. The Company reserves the right at any time and without a reason being given to cancel any let. The Company shall refund any charges paid and not due by reason of such cancellation or termination.
10. Unless at least 14 days notice of cancellation is given the Lessees shall be deemed to have forfeited the fee for hiring the Hall
11. The Lessees shall ensure that the number of persons admitted to the premises does not exceed the number for which the Hall is licenced.
12. The Company does not warrant the Hall is suitable for any particular use. The Lessees shall provide the necessary doorkeepers and licensed stewards in connection with their occupation of the Hall plus arrange that efficient control is provided at all doorways leading to and from the Hall and at other places within the Hall which may be necessary to ensure that exits are not blocked during their let.
13. For the avoidance of doubt the following definitions shall apply to these conditions :
  - a) **The Company** means Tillicoultry Centenary Hall Company Limited
  - b) **The Organisation** means the Organisation or individual granted the let
  - c) **Let** means where a charge is made for the Hall
  - d) **The Hall** means The Centenary Hall, 41 Hamilton Street, Tillicoultry
  - e) **Lessees means:** The organisation or individual, the authorised office bearer who applied for the let and the responsible person. All bound jointly and severally. This means that the authorised office bearer and the responsible person are personally bound to ensure compliance with these conditions and may be held liable for any claim arising from the let (except in the case of an individual who shall be solely responsible)
14. The Company shall not permit the Hall to be used for activities considered to be offensive or lewd
15. The application form must show the exact starting time including all necessary preparation time

16. For persons hiring the Hall for discos there shall be a ratio of one steward to 15 participants. The names and addresses of stewards to be submitted at the time of booking
17. All charges after midnight shall be doubled
18. The Company require all Lessees to abide by the legal rules and regulations relating to waste disposal which came into effect on 1<sup>st</sup> January 2014. If any Lessee does not comply with these rules and regulations the Company could be liable for a maximum fine of £10,000 which the Company would wish to recover from the Lessee. Outside caterers must be told to remove their waste from the environs of the Hall. All users of the Hall must remove their glass bottles, paper, plastic bottles, plates, cups, glasses and food waste from the environs of the Hall.
19. An application for a “gig” must be made 3 months before the date of the event
20. The six (6) minimum adult stewards for the event must meet with the Board to establish any additional criteria over and above the Company’s licence for any event which is contained within the Company conditions of let
21. All electrical equipment brought into the Hall must have an in date PAT certificate
22. No smoking is allowed within the Hall premises
23. All entertainment will insure that they have the appropriate liability insurance and music licence in place prior to the event.