

Sandness Hall

Conditions of Hire

Brief details:

1. **Booking time:** Please book for the full duration of your use including setting up and clearing up.
2. **Setting up/cleaning up:** Users set up the Hall themselves as desired and should leave it as found. Any furniture or other items used should be cleaned and put away unless authorised by the hall committee to leave it out.
3. **Paying:** Payment should be made no less than two days before your booking, by bank transfer, or cash when collecting keys
 - Please use your **name/initials and event date** as a reference with online payments.
 - For organisations doing multiple bookings, we can invoice you quarterly if you provide full contact details

Further terms and conditions:

4. **Capacity:** Admittance to the hall must not exceed 150 persons (Seated - 100). The main hall is 12m long and 6m wide, the bar area is 6.5m long and 4m wide.
5. **Responsibility of Lessee:** In the absence of a hall steward, the Lessee shall be responsible for the conduct and supervision of proceedings, for preventing damage to the premises and ensuring the conditions of let are adhered to. Hall stewards will be on duty when the entertainments licence is used.
6. **Liability:** no liability or responsibility will be accepted by the Sandness Hall for:
 - Personal injury which may be suffered by any member of the public including the Lessee and assistants, in attending the function or in connection therewith.
 - The loss of or damage to personal property or goods or articles of any description brought into the building. Goods or property left in the custody of the Sandness Hall, before or after the function are left entirely at the owners' risk.
7. **Damage:** All damage suffered to the building, furniture or furnishings including damage to the floor, as a result of the let shall be made good at the expense of the Lessee. Damage includes theft.
8. **Safe storage:** When using tables and chairs from the store, follow safe handling procedures and re-stack as found. Ensure tables are safely stored in the cupboard.
9. **Clearance after hire:** All equipment brought into the hall must be removed the same day, unless otherwise agreed with a committee member. All hall equipment used should be returned to the store.

10. **Cleaning:** The hall is cleaned regularly, however users of the hall are responsible for cleaning of the hall following a hire. Floors must be swept after use even if the use is minimal. Any spillages must be mopped up. Please leave the Hall as you find it. Cleaning equipment is available in the store. A cleaning charge can be made if significant extra cleaning is required after your use.
11. **Kitchen:** If you are preparing or serving food and drink, you are responsible for putting in place adequate and appropriate food hygiene and safety procedures.
12. **Fire alarm:** Always evacuate the Hall if the alarm goes off and call 999 if there are signs of fire. Ensure you are familiar with the fire alarm panel and how to turn it off if it is a false alarm.
13. **Emergency contacts:** If the hall is not in a clean state upon your arrival, any damage happens during your hire, or the fire alarm goes off during, please contact a member of the hall committee as soon as possible to report this. Phone numbers are available in the hall.
14. **Locking up:** Please check that all **doors and windows** are locked before exiting the building, and that everything including the **heating** is switched off. Heating left on following a hire will incur a charge to cover the costs.
15. **Keys:** Keys are available from the lock box. The most recent access code will be made available at your booking. Keys are to be returned to the lock box following completion of the Hire.