

Kemnay Village Hall
8 Aquithie Road Kemnay AB51 5SS

Kemnay Village Hall Management Committee is a charity registered in Scotland, No SC047745

Administrator & Bookings

Janet Newberry
jcbnewberry@aol.com
36 Boat Croft
Kemnay 01467 643320

Hall Keepers

Marion Stephen (Tues, Weds, Fri and alternate weekends) 07795033251
Irene Thomson (alternate weekends only) 07983498155

This form to be completed after reading of the conditions of let

Organisation

For the purpose of

Name & address of Applicant inc. post code

.....

Phone.....Mobile.....email (capitals please).....

Accounts will be sent by email unless otherwise specified. Please advise if account to be sent to someone other than applicant.

Please tick Premises required

Please note Children are not permitted in Kitchen or Coffee Bar

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Hall / Kitchen. | Max capacity 160 seated, 156 dancing |
| <input type="checkbox"/> Friendship Room / Shared Coffee Bar. | Max Capacity 80 |
| <input type="checkbox"/> Wainman Room / Shared Coffee Bar. | Max Capacity 32 |

Please note that due to new waste collection regulations you must recycle everything possible, any fines (which may be substantial) incurred by the Hall due to lessees not abiding by this will be passed on to the lessee. Receptacles will be provided to enable you to do this.

Date/s of lets Time Until (to include adequate time before and after the event for your preparation and clearing up)

Occasional lets only: the Hall Keeper or other appointed person will let you into the Hall at this time unless other arrangements have previously been made

Regular users only will you require use of the room during school holidays YES / NO

Hall staff to set up and clear YES / NO An extra charge will be made for this service, which may be unavailable at times.

For equipment required please see overleaf

If you wish to sell alcohol you must obtain a licence from Gordon House 01467 629091 at least 21 days before the event. A committee member must have confirmation of this licence before the event.

Please return the completed form to the Administrator. An approved copy will be returned to you, usually by email.

I have read and understand the regulations of the let, including those listed on the back of this form. I have read and understood the Hall Users Handbook, as itemised on www.kemnayhall.co.uk, and have ensured that all people responsible for the running of this let/organisation have also read and understood it. I/We agree to abide by the conditions specified. If you would prefer a printed copy of the Hall users manual please tick here

Signature Date.....

Approved and registered Date.....

OFFICE USE ONLY confirmation email sent date Effects other users Y / N , email sent date

Charges for the Hire of Hall Premises

Commercial	£30 per hour
Hall	£12 per hour regular users, £13 individual bookings
Friendship Room	£11 per hour regular users, £12 individual bookings
Wainman Room	£9 per hour regular users, £10 individual bookings
(This may be reduced at the Hall Committees discretion to £7per hour if either Hall or Friendship Room are booked for the same time to the same lessee)	
Interview Room	£5 per hour
Complex	£30 per hour
Powering Bouncy Castle	£2 per Session
Stage Sound System	£10 per Session
Stage Lighting	£10 per Session
Cinema projector	£50 upfront charge (£25 refundable against Hall hire)
Full cooking Facilities	£25 per Session
Partial Cooking (keeping warm)	£10
Hire of equipment outwith building	Chairs £1 each, tables £5 each
Hire charges are due for review on first July annually, and lets will be charged at the new rate.	

Equipment required No of seats _____ No large tables _____ No small tables _____

Cooking Facilities Full Yes/No Partial Yes/No

Piano _____ Flip Chart _____ Microphone _____

Stage Lighting _____ Sound equipment _____ Projection screen (Hall only) _____

Cinema Projector (Hall only) _____ Data projector _____

DVD player _____ CD/Cassette player _____

On occasion the above equipment may be unavailable, no replacement will be given, and no costs will be reduced.

Hire for INDOOR use outwith the building:

No of seats _____ **No large tables** _____ **No small tables** _____

RECYCLING Please recycle everything that is recyclable, if you are unable to take your recycling to the point in the car park please place in the bins provided or leave in a safe but prominent place for the Hall keeper.

At the beginning of the let please inform the users of the position of fire exits and fire fighting equipment

- On completion of the let please ensure that the heaters are set at 2 (the thermostats will take control), and that all doors and windows are secure, and that lights are switched off.
- All groups please note that they are responsible for their own public liability insurance, and should also ensure that their personal equipment stored at the Hall is insured, as they are not covered by the Hall's insurance.
- All users are responsible for their own First Aid cover, and should ensure that a suitably trained first Aider/ number of first Aiders, are available at all times.
- All users should ensure that a suitable risk assessment is carried out each time the Hall is used.
- All portable electrical appliances brought into the Hall require to have been tested by a qualified electrician and have the appropriate dated test certificate attached. The compliance rests with the lessee and any damaged caused by the use of non-certified equipment will be the responsibility of the said lessee.
- Please do not attach posters etc to the walls or doors.
- Please use the notice board provided, thus preventing damage.
Please ensure that you are the last to leave the building before setting the alarm, paying particular attention to the Newsletter Room in the corridor at the rear of the Friendship/Wainman rooms.
- The Committee reserves the right to claim back any insurance excess in respect of damage caused by the lessee.
- The Hall should be left in a clean and tidy condition, (cutlery and crockery washed and surfaces and tables wiped etc). The committee reserves the right to levy an additional charge to cover cleaning over and above that which is reasonable to expect.
- No animals, apart from assistance dogs are allowed on the premises.