

Kemnay Village Hall
8 Aquithie Road Kemnay AB51 5SS

Kemnay Village Hall (SCIO) is a charity registered in Scotland, No SC047745

Administrator & Bookings

Please book by email if possible.

bookings@kemnayhall.co.uk

Janet Burbidge

01467 643320 / 07816 295997

Hall Keeper (Please note the Hall is often un-manned)

Steve Mutch

hallkeeper@kemnayhall.co.uk

07503391670

Occasional Users

Day and Date/s of lets

Time From Until

Time members/attendees are in the Hall (may be different from above) From Until

(to include adequate time before and after the event for your preparation and clearing up.

Do you require use of the room during school holidays? Yes / No

Group Name (if applicable)

Personal Name

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

Can we use your email address for contact details for example on Notice boards/ Newsletter/ Website/
Social Media ? Y/N

Please tick Premises required

Please note children are not permitted in the kitchen or coffee bar

- | | | |
|--|------------------------------------|---|
| ☐ Hall / Kitchen. | (13.8 x 8.4m, high ceiling) | Max capacity 160 seated, 156 dancing |
| ☐ Friendship Room. | (9.9 x 8.9m) / Shared Coffee Bar. | Max Capacity 80 |
| ☐ Wainman Room. | (7.5 x 4.6m) / Shared Coffee Bar. | Max Capacity 32 |
| ☐ Interview Room | Small/Shared Coffee Bar | Max Capacity 3 |

Wi Fi: BT Internet JZACF8 Code 4Xy7iR7QYTRkNG

PLEASE TAKE YOUR RUBBISH AND RECYCLING AWAY WITH YOU, THE HALL HAS A “YOU BRING IT – YOU TAKE IT AWAY” POLICY.

[For equipment required please see overleaf](#)

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.....

Scan number

Office use only Are other users affected by this let? Notes?

Diary entry

Invoice hours at £ ph = £ If your let over runs or there is significant extra cleaning there will be an additional charge. Payment to Kemnay Village Hall (SCIO). Bank transfer to Virgin Money 826526 account number 00047715 preferred. Cash, cheques and standing orders also accepted.

Charges for the Hire of Hall Premises
All individual bookings require to be paid up front

Hall £15 per hour individual bookings. £14 regular users.
Friendship Room £14 per hour individual bookings. £13 regular users.
Wainman Room £12 per hour individual bookings £11 regular users. (The Wainman room charge may be reduced at the Hall Committee's discretion to £9 per hour if either Hall or Friendship Room are booked for the same time to the same lessee).
Interview Room £7 per hour
Complex £35 per hour
Use of tables, chairs, kitchen facilities and heat/light is included in the above charges.

For evening parties and some other lets there will be an additional £50 up front charge which will be refundable if the Hall is left in a clean and tidy state.

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 (no charge whilst on the Hall premises)

Hire charges are due for review on first July annually, lets will then be charged at the new rate.

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

Hall staff are unable to assist with setting up and taking down of tables and chairs.

Piano ☐ Flip Chart ☐ Projector (HDMI Compatible) ☐ Microphone ☐
DVD player ☐ CD/Cassette player ☐ Portable music system (USB Compatible) ☐
Stage Lighting (Hall only) ☐ Stage Sound equipment (Hall only) ☐
Cinema Projector (Hall only) ☐ Projection screen (Hall only) ☐

Cooking Facilities Full Yes/No Partial Yes/No

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.....

RUBBISH and RECYCLING please take your rubbish and recycling home

Please return the completed form to the Administrator, by email (preferred) or by post/through her letterbox. Do NOT leave it at the Hall as there may be a significant delay in picking it up and actioning it. A confirmation copy of this form will be returned to you, usually by email. If invoices are to be sent to anyone other than the person named, please state so above

If you wish to sell alcohol you must obtain a licence from Aberdeenshire Council at least 6 weeks before the event. A committee member must have confirmation of this licence before the event.

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. Please also ensure that you have a PRS and/or PPL licence should your group require one.

Please see <https://www.prsformusic.com/> <https://www.ppluk.com/>

- 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 damage 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 without prior consent
- Please ensure all helium balloons are weighted down and secured. Any balloon which escape must be reported to the Hall Committee. If for any reason they become entangled in the ceiling fans the lessee will be responsible for reimbursement of the cost of scaffolding to retrieve.

PRIVACY NOTICE

A privacy notice will be sent to you with the confirmation of let.