



APPLICATION FOR LET

NAME OF APPLICANT			
ADDRESS			
TEL NUMBER			
TYPE OF FUNCTION		PROPOSED LAYOUT NO?	
NUMBERS ATTENDING			
DATE OF FUNCTION			

TIME LET REQUIRED	FROM		TO	
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<p><u>MEETINGS</u> Are teas/coffee, biscuits etc required:</p> <p>Number to be catered for:</p> <p>Cost per head:</p> <p>Time to be served:</p>

DISCLAIMER NOTICE

I hereby confirm that I have been informed of the procedures laid down by Toryglen Community Hall regarding health and safety and also in respect of catering and use of equipment. I recognise that it is my responsibility to adhere to all Health & Safety including Health & Hygiene legal requirements especially if providing food and that Toryglen Community Hall will hold no liability.

I confirm that I have read, understood and will adhere to the attached Conditions of Let.

SIGNED:	
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CONDITIONS OF HALL HIRE

- 1. Hall hire are agreed at the discretion of the Manager and Management Committee, and in Accordance with the policies and procedures. (no request would be unreasonably denied)**
- 2. The capacity of the main hall is a maximum of 100 people in accordance with fire and safety regulations**
- 3. The Hall may enter into Long Term Lets this will be at the discretion of the Committee. Long term lets will be required to pay a fee /retainer in the event of classes / groups / cancelled for more than two weeks. This is to ensure that your time slot will be available on your return.**
- 4. When applying for a one off let a refundable deposit of £100 will be required to secure the booking, this deposit will be lost if any damage occurs or if we incur extra cleaning part of the deposit will be lost. All hall hires must be paid in full 7 days before hire.**
- 5. Cancellation- Toryglen Community Hall for one off parties requires at least 7 days' notice of any hall hire cancellations. Failure to comply with this condition will result in the loss of deposit paid and full cost of the let being levied. One off cancellations for long term lets we require 7 days' notice or hall charges will apply. Cancellations for remainder of long term hall hire we require one month's written Notice.**
- 6. The person named on the hire form and their responsible persons must be in attendance throughout the duration of the hire, and will be held responsible at all times for the behaviour of others in attendance.**
- 7. Hall hire times are those stated on the said form. The hall must be vacated by the end time or an additional charge of 1hr will be incurred. If additional time is required for setting up etc then this should be booked as part of the hall hire.**
- 8. Hall representatives will be on duty during all lets. They will assist where appropriate; however, they will not assist with cleaning the hall or serving food/refreshments. It is the hirer's responsibility to ensure premises are left in a clean and tidy condition. The hall and adjacent areas must be cleaned to a reasonable standard after each use. This means all rubbish bagged, tables wiped and hall left in a general tidy order.**
- 9. For Parties Music can be played at a reasonable level but must be switched off 30 mins prior to the let finishing (determined by times of let). The halls representative on duty will have the right to determine the level of sound/noise should it prove to be intrusive to neighbouring tenants. The building must be vacated NO LATER THAN (depending on time of let) WITH NO ADVERSE NOISE THAT AFFECTS NEIGHBOURING TENANTS.**
- 10. Let's are not transferable and must be used for the purpose stated.**
- 11. Toryglen Community hall cannot accept any responsibility for any loss or theft of possessions. It is the Lessees responsibility to ensure that possessions are adequately safeguarded.**

12. **Due to lack of storage space any items left within the premises are done so at the owners own risk.**
13. **Items such as presents/buffets/decorations or equipment etc should not be left on the premises overnight, without prior approval.**
14. **The hirer must indemnify Toryglen Community Hall against any claim arising out of breach of/ or an infringement of the Copyright Act 1988 or the Performing Rights Society Agreement.**
15. **The hirer will be responsible to meet the costs of any damage to the property or equipment within the facilities and may be pursued through legal action.**
16. **Anyone found under the influence of alcohol or drugs will be asked to leave the premises. This may also result in the let being cancelled for the remainder of the time and deposit lost.**
17. **Toryglen community hall prohibits the use of blue tack on the walls within the hall.**
18. **No chewing gum is permitted within the main hall**
19. **No Dogs allowed except Guide dogs / hearing dogs.**
20. **No Coffetti Cannon or Party Poppers, Glitter bombs, or likewise allowed.**
20. **Toryglen Community Hall is required by its funders to collate Equalities Data, TCH requires long term let's to accept responsibility to ensure equalities data is collated and handed into the office when required.**
21. **Please note that Toryglen Community Hall reserve the right to withhold the deposit for lets that breach any of the above conditions, and in cases of malicious or criminal damage/activity may report incidents to the police or pursue via legal action.**

CATERING

22. **We do not offer catering , this is the resposability of the Applicant**
23. **Applicants may provide their own catering i.e cold buffets. It is the responsibility of the person named on the application let form to ensure that all requirements under Food Hygiene and Health and Safety regulations are met.**
24. **If applicants are providing their own catering then applicants must supply their own dishes disposable plates/cups/utensils are recommended. Bring your own tumblers which must be plastic.**
25. **Private parties wishing to have alcohol on the premises must bring in a publican who should obtain a licence from Glasgow city Council in order to run the bar. A copy of this licence will be requested by Toryglen Community Hall prior to the hire.**
26. **Applications for licenses must be made at least 6 weeks before date of hire**
27. **The bar should close no later than 11.30pm. The hall must be vacated no later than half an hour after the bar is closed. Discos and bands should play no later than 11.30pm**

28. There will be no access for PUBLIC to utilise the kitchen equipment.

HEALTH & SAFETY

29. The applicant will be informed of Emergency Fire Procedures and Precautions with location of Fire Exits, toilets etc. The applicant will sign that they have received this information.

30. At the social function an announcement will be made at the beginning by the applicant /hall representative as to the Fire Alarm Procedures and Precautions.

31. There is a no smoking policy in all parts of the hall and adjacent to the building. The designated area is at the fence at the top of the path next to bin.

32. Party poppers or other similar pyrotechnic devices are not permitted.

33. Inflatable equipment such as bouncy castles between 8 and 10 feet in height or any other such equipment maybe permitted. It is the hires responsibility to ensure that equipment is licenced and adheres to health and safety, Toryglen Community Hall accepts no responsibility for said equipment.

34. It is the hirer's responsibility to ensure any special effects equipment including lasers, smoke or vapour machines, strobe lighting, UV lighting, or high powered projectors being brought into Toryglen Community Hall meets with health and safety regulations, and that you have forwarded this to Business Regulation/ out of Hours Group of Land and Environmental Services 7 days prior to the use of the equipment and that Toryglen Community Hall has no responsibility for the equipment.

35. Toryglen Community Hall accepts no responsibility for loss of personal belongs or injury arising from hall lets. Let holders are responsible for ensuring personal safety and that possessions are adequately safeguarded.

36. Hirers shall accept full responsibility for any accident, injury or damage to any person which may occur, as a result of their negligence while using the premises.

37. In the event of an accident within the premises the let holder must report the incident immediately to the halls representative. An accident report must be completed with the assistance of the halls representative.

38. The hirer should ensure that they are familiar with the fire evacuation procedure including the fire alarm signal, evacuation routes and assembly points. (This information is supplied with the application for let).

39. Hall hirer are required to abide by Toryglen Community Hall health and safety policies and guidelines.

40. Hirers under regular lets must conduct their own fire safety drills and be aware of the method of exit from the building and the assembly point.

41. In the event of a fire it is the hirer's responsibility to ensure their Group/participants / members are safely evacuated from the building

42. Hirers should make themselves aware of all fire exits and have a plan to safely evacuate all present paying particular attention to those with additional support needs.

- 43. The hirer is responsible for ensuring a safe, healthy environment is provided for all those present.**
- 44. The Hirer under regular lets should complete their own risk assessment and provide a copy to Toryglen Community Hall.**
- 45. Child Protection –Toryglen Community Hall are committed to ensuring that all possible steps are taken with regards to the safety and welfare of children and young people while using our buildings and resources. This means that any organisation providing organised and supervised services/activities for children and or young people under the age of 18 years of age should be registered with Disclosure Scotland.**
- 46. If you are unsure if this applies to you, you can contact Volunteer Scotland on 01786 849777 or email [.http://www.volunteerscotland.net/disclosure-service](http://www.volunteerscotland.net/disclosure-service).**