

# ARDRISHAIG PUBLIC HALL

Registered Charity Number SC001679

## Conditions of Let

- 1 Persons/organisations (from here referred to as 'the hirer') must remove their property and effects at the end of the let and leave the hall in a clean and tidy condition, meaning that;
  - (a) **All rubbish is to be cleared from the premises.**
  - (b) **All tables and work surfaces are to be cleaned.**
  - (c) **The floor shall be kept clean – swept and washed as is necessary.**
  - (d) **Check all fire exits are closed and doors locked.**
  - (e) **Switch off all lights heaters and appropriate power switches.**

**\*NOTE: A fee of £50 may be added at the Hall Committee's discretion should the above criteria not be adhered to.**
- 2 The hirer shall be responsible for any loss or damage to the premises and its contents.
- 3 If in dispute over damage the hall committee have the right to exclude the hirer from the hall during the period of dispute.
- 4 The hirer shall be responsible for supervision of patrons and appointing stewards when necessary. Prior details to be agreed with the Hall secretary.
- 5 The hall committee reserve the right to cancel any let providing at least four weeks notice is given in writing.
- 6 The hirer must not sub-let any part of the premises.
- 7 The hall committee accepts no responsibility for loss or damage to any property left on the premises.
- 8 Charges for heating will be made at a unit rate set by the hall Committee.  
(15 pence per unit from 01/09/2005)
- 9 Let charges will be reviewed after the annual general meeting and implemented on the 1st of September each year.
- 10 Any complaints must be put in writing and sent to the Hall secretary.
- 11 All accounts must be paid within fourteen days from the date of invoice.
- 12 Conditions of Let will apply to all current members/office bearers of organisations, etc hiring the hall and will be automatically adopted by future members/office bearers of such organisations unless the hall Committee are notified to the contrary in writing.
- 13 The kitchen will not be used for preparation and cooking of food but purely for re-heating and serving purposes and the preparation of teas and coffees etc.
- 14 Stiletto Heels are not to be worn in the Main Hall.

## RENTAL CHARGES September 2010 – September 2011

<b>MAIN HALL –</b>	Per hour	£9.00
	Morning or afternoon	£55.00
Evenings		£60.00
<b>SMALL HALL -</b>	Per hour	£7.00
Morning or afternoon	£35.00	
	Evenings	£40.00
<b>MAIN HALL &amp; SMALL HALL –</b>	Morning or afternoon	£85.00
<b>ALL HALLS -</b>	Morning or afternoon	£120.00
<b>ALL HALLS -</b>	Morning, afternoon & evening	£180.00
<b>STAGE LIGHTING -</b>	Please call for details	£20.00
<b>P.A. SYSTEM -</b>	“	£25.00
<b>CAFETERIA -</b>	Per morning/afternoon/evening	£20.00
<b>ROBERT GARGAN ROOM –</b>	Meetings	
Per morning/afternoon/evening		£15.00
<b>LICENSED FUNCTION (or when alcohol consumed)</b>		
All halls – evening only		£200.00
<b>UN-LICENSED FUNCTION -</b>	All halls – evening only	£95.00
<b>TRADERS – (vacate by 6.00pm)</b>	Main hall	£75.00
	Small hall	£55.00
	Cafeteria	£35.00
<b>HALL CLEANING -</b>	See ‘Conditions of Let’	£30.00

### **IMPORTANT:**

Please read and sign the Conditions of let agreement and send a deposit of **£20**  
A further **£50** deposit will be requested for licensed events and also for un-licensed events where alcohol is likely to be consumed (**£70** in total).  
Hourly rates shown will only be applied where the booking is for less than ½ session at the Committee’s discretion.

**For bookings contact Gary Wilson Tel: 01546 603079  
e-mail: wilson239@btinternet.com**

**Ardrishaig Public Hall is owned by the people of Ardrishaig for the benefit of  
Mid-Argyll and is managed by volunteers**

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Registered Charity Number SC 001679

## Conditions of let Agreement

**I/We have read and understood the Conditions of Let and in particular the items regarding cleaning the hall after use and agree that a charge may be made if this is not done to the Committee's satisfaction.**

Name (block capitals) \_\_\_\_\_

Company or organisation \_\_\_\_\_

Date of hall hire \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please complete and return to;

Gary Wilson, 10 Kilduskland Drive, Ardrishaig, Argyll PA30 8HS.

**e-mail: [wilson239@btinternet.com](mailto:wilson239@btinternet.com)**

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Registered Charity Number SC 0 01679

## BOOKING FORM

Your Name.....

Organisation.....

Telephone.....

Mobile.....

e-mail.....

Type of Event/Function.....

Will it be licensed or will alcohol be consumed? .....

Date(s) required – .....

Times required – START: ..... FINISH: .....

### Hall Requirements - Please tick

Main Hall	<input type="checkbox"/>
Stage Lighting*	<input type="checkbox"/>
Sound System**	<input type="checkbox"/>
Small Hall	<input type="checkbox"/>
Cafeteria (includes kitchen)	<input type="checkbox"/>
Meeting Room 1 (Robert Gargan Room)	<input type="checkbox"/>
	<input type="checkbox"/>

\*Focusing of lanterns may be required - details on request

\*\*Adequate notice must be given to ensure this facility is set-up - details on request

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**Please make cheque payable to Ardrishaig Public Hall and send to:-**

**Gary Wilson, 10 Kilduskland Drive, Ardrishaig, Argyll PA30 8HS.**