



LUMSDEN HALL BOOKING TERMS & CONDITIONS

Lumsden Community Association (LCA)

LCA is a Scottish Charitable Incorporated Organisation, registered in Scotland, no. SC028733

1 HIRE OPTIONS & FACILITIES AVAILABLE FOR HIRE

Lumsden Hall is a unique facility in this area in that it has a full stage set-up, capacity for up to 200, a fully fitted bar and a modernised catering kitchen. The building houses both a main hall adjoining the bar and a small hall adjoining the kitchen. There are four options in booking the hall;

1/ An external function hire rate for all events either licenced or 'BYOB' that are advertised beyond the local community. The whole building is booked as default.

2/ A community function rate for all licenced or 'BYOB' events attended in the main by local community members and their family. The whole building is booked as default.

3/ A non-function hire for community groups, children's birthday parties, meetings using the small hall and other events that do not involve a licence. The hall can be booked in part or as a whole.

4/ If you are a Business and require an invoice to be raised after your hire, please use the Business Rates form as a purchase order. The whole building is booked by default and there are options for both half day (up to 6hrs) and full day hire. If you only require a meeting space for a short period of time, you may also consider option 3/ above.

If you are unsure which option is for you, please do get in touch with our booking secretary who will be able to further advise.

In the case of the non-function hire option, the Hirer must specify which part(s) of the building are required. Please note that each option has access to cloakroom facilities. NB: hiring of the main hall area only means no access to other areas of hall, such as the small hall or the kitchen, which may therefore be hired by others at the same time. If the main hall and kitchen are required, you must select Whole Hall.

Please note that the hall is only available for hire until 11pm Sun-Thurs and until 1am on a Fri-Sat. Under no circumstances may the hall be occupied after these times.

2 RESPONSIBILITIES OF HIRER

- The Booking Forms cannot be signed by anyone 25yrs or under.
- Where the function is being held for persons 21yrs and under, the booking must be completed and signed by a parent/carer and that parent/carer must be present for the duration of the function. The parent/carer is fully responsible for the function, its legality and any damage incurred. Repairs have to be arranged and paid for by the hirer.
- Where the function is being held for persons aged 22yrs - 25yrs, the booking must be completed and signed by a parent/carer and that parent/carer is held responsible for

the function. The parent/carer is fully responsible for the function, its legality and any damage incurred. Repairs have to be arranged and paid for by the hirer.

- Persons aged 26yrs and over who complete the booking are held fully responsible for the function, its legality and any damage incurred. Repairs have to be arranged and paid for by the hirer.
- The maximum number of people allowed in the Hall is 200.
- Please leave the Hall clean and tidy, and switch off all lights, cooking appliances, heaters, etc.
- Any damage or breakages must be reported to a Committee Member whether caused by users or not. All damages and repairs resulting from hire must be paid for.
- Ensure that Food Hygiene regulations are adhered to, where applicable. Lumsden Community Association accepts no liability for food made and served, or food brought to and consumed in the hall.
- Keep Fire Exits clear at all times. In case of fire, the Hirer will be responsible for checking that all persons have evacuated the hall, unless his or her life would be put in danger by doing so.
- No Smoking in any part of the Hall, in accordance with legislation.
- Please ensure recyclable items (glass, tins and plastics) are disposed of appropriately.
- No liability is accepted for loss or damage to users' property. All parties using the Hall do so at their own risk. The Committee will not be liable for any loss, damage or injury sustained by users.
- Plastic glasses only are to be used in the Hall - no glass.
- No glass containers shall be taken off the premises during any event.
- If alcohol is to be consumed a copy of the licence obtained by the hirer shall be submitted to the LCA booking secretary together with copies of the contracts with security or other licensing requirements as set out by the licensing board a minimum of 7 days prior to the event.

3 HIRE RATES

There are four separate booking forms for different types of hire;

1. **Form BF1 'External Function'** should be completed for functions that are NOT organised and run by local community members or by local groups. Functions opened out and advertised beyond the local community but organised by 'local groups' may also be charged the 'External Function' rate. If you are unsure which rate you should be charged for your function please contact the booking secretary to discuss. Lumsden Community Association reserves the right to decide which rate your function falls under.
2. **Form BF2 'Community Function'** should be completed by local community members or local groups organising functions that are attended, in the main, by the local community and their family. These may include birthday parties or local weddings for example.
3. **Form BF3 'Clubs, Societies and Meetings'** should be completed by clubs, groups and societies who would like a regular or one-off booking, charges are calculated by the hour. Use of the Small Hall as a meeting room would also be booked using this form.
4. **Form BF4 'Business Rates'** should be completed by businesses that need to be invoiced after the hire, this form acts as a purchase order against which the invoice will be charge alongside any addition costs relating to cleaning, waste removal or repairs as a result of the hire. Examples include funeral teas or Aberdeenshire Council hires for polling days.

BF1 External Function Rate

(i.e. Weddings, 18th, 21st, dinner dance, disco, ceilidh, live music, bands etc. that are NOT organised and supervised by locals. Functions opened out and advertised beyond the local community but organised by 'local groups' may also be charged the 'External Function' rate. Licensed bar or BYOB).

£200 plus a further £100 deposit paid in full up front (total £300 with £100 refundable). This rate is inclusive of the whole building and is non-negotiable. The rate does not include access to the Hall prior to the date of the function unless otherwise agreed. Should you need access before the date of your 'do' please discuss with the booking secretary who will advise whether a further booking is required.

The Hirer is fully responsible for applying to the Licencing Board in good time as required and if applicable, must provide a copy of the licence to the booking secretary before the function date as a condition of the hire.

Please note that a £100 refundable deposit is payable in addition to the hire rate and will be payable up front (making the full payment required up front of £300). Deposits will be returned when the premises are left as they were found and all waste is disposed of in line with local authority recycling requirements. Hire of the hall is not guaranteed until full payment is received. (*Hire costs will only be returned if at least two weeks notice is given of cancellation, or at the discretion of the committee.)

BF2 Community Function Rate

(i.e. Local Weddings/Birthday Parties and other Private Functions organised by and for locals and not opened out to wider general invitation. Licensed bar or BYOB).

£150 plus a further £100 deposit paid in full up front (total £250 with £100 refundable). This rate is inclusive of the whole building and is non-negotiable. The rate does not include access to the Hall prior to the date of the function unless otherwise agreed. Should you need access before the date of your 'do' please discuss with the booking secretary who will advise whether a further booking is required.

The Hirer is fully responsible for applying to the Licencing Board in good time as required and if applicable, must provide a copy of the licence to the booking secretary before the function date as a condition of the hire.

Please note that a £100 refundable deposit is payable in addition to the hire rate and will be payable up front (making the full payment required up front of £250). Deposits will be returned when the premises are left as they were found and all waste is disposed of in line with local authority recycling requirements. Hire of the hall is not guaranteed until full payment is received. (*Hire costs will only be returned if at least two weeks notice is given of cancellation, or at the discretion of the committee.)

BF3 Non-Function, Clubs, Societies and Meetings

(i.e. Community group regulars, meetings such as AGMs and MSP surgeries, some younger children's parties or fundraising charity events at the discretion of the committee. Generally without a licensed bar or BYOB.)

Rental of the Main Hall only, charged at £10.00 per hour; if committee room/kitchen also required an additional £3.00 per hour applies.

Rental of the Small Hall (with or without kitchen) charged at £7.00 per hour.

In the case of all hires other than community group regulars and businesses that require an invoice, payment in full is required up front. **Please note that a £50 refundable deposit is payable in addition to the hire rate.** Deposits are non-negotiable and will be returned when the premises are left as they were found and all waste is disposed of in line with local authority recycling requirements. Hire of the hall is not guaranteed until full payment is received. (*Hire costs will only be returned if at least two weeks notice is given of cancellation, or at the discretion of the committee.)

Please let us know if you wish to cancel any sessions no less than 2 weeks in advance otherwise a charge will apply.

BF4 Business Rates

(i.e. Funeral teas, Aberdeenshire Council (polling days etc) and any other Businesses that require a hire of the whole hall based upon a purchase order and paid by invoice)

Note: although a Funeral tea may only require the Small Hall in terms of numbers, as a mark of respect the whole hall must be booked to avoid any other coinciding hire.

Please note that these hires have access for set up on the same day as the hire only unless specifically requested and authorised in advance by the committee. Access before the day of hire may incur additional hire charges.

Half Day rental (up to 6hrs including access to set up prior to the event and any time required for cleaning afterwards) £75.

Full Day rental: £200

Any set up must be arranged by the hirer, the committee is not responsible for putting in place tables or chairs. Any furniture used for the hire should be returned to its storage location - the hall must be returned in the same state that it was found. Any additional cleaning, waste removal or repairs that are required as a result of the hire will be added to the standard hire costs and included in the invoice. Should you prefer to arrange cleaning as part of your hire contract please get in touch to discuss rates.

NB: YOUR BOOKING IS CONFIRMED ONLY ON RECEIPT OF THE COMPLETED APPLICATION FORM, FULL HIRE COST PAYMENT OR LCA AUTHORISED PURCHASE ORDER AND, IF APPLICABLE, A COPY OF YOUR LICENCE. ALL PAPERWORK SHOULD BE SENT TO THE BOOKING SECRETARY.