



Lumsden Hall Booking Terms and 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, all of which are outlined in section 3.

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 sold on the premises, an Occasional Licence will need to be obtained from the Licensing Authority (Aberdeenshire Council). The licence will be obtained by the LCA on behalf of the Hirer, although information will be needed from the Hirer to support the licence application. The full cost of obtaining the licence (currently £10) will be the responsibility of the Hirer and will be added to the final balance. The LCA may also add an administration charge for completing the licence application. The administration charge shall not exceed £40. A minimum of 8 weeks' notice is required prior to the event date to apply for a licence. Application fees for an Occasional Licence are non-refundable so will need to be paid by the Hirer even if the licence is refused or if the booking is changed or cancelled.

3 HIRE RATES

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

1. **BF1 'Weddings and 48 Hour Events'** should be completed for functions that require the hall for a longer period of time. These can be public or private events. Those who wish to set up for an event the day prior may wish to choose this option as it also will allow for clean up the day after the event.
2. **BF2 'Community/Private Function'** should be completed by those who wish to hire the hall for functions not lasting more than 24 hours such as parties, dinner dances, live music, etc. These can be public or private events. If the Hirer requires additional hours, this can be discussed with the Booking Secretary.
3. **BF3 'Non-Function, Clubs and Meetings'** should be completed by clubs, groups and societies who would like to make 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. **BF4 'Funeral Teas and Business Rate'** should be completed by those holding a funeral tea and businesses that need to be invoiced after the hire. Examples of businesses include Aberdeenshire Council hires for polling days. For businesses, 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.

Please make all cheques payable to Lumsden Community Association

THANK YOU FOR HIRING LUMSDEN HALL

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.

BF1 – ‘Weddings and 48 Hour Events Rate

TOTAL £530 - £430 for hire cost plus a further £100 refundable deposit paid in full up front.

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.

Please note that the £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 £530). 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/Private Function Rate

TOTAL £365 - £215 for hire cost plus a further £150 refundable deposit paid in full up front.

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.

Please note that a £150 refundable deposit is payable in addition to the hire rate and will be payable up front (making the full payment required up front of £365). 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, and Meetings Rate

Hire of the Main Hall only, charged at £17.00 per hour.

Hire of Small Hall (with or without kitchen) is £12.00 per hour.

Hire of the whole premises is £25.00 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.

Any non-regular bookings under these criteria require a £50 refundable deposit 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

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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 – Funeral Teas and Business Rate

HALF DAY HIRE - £95. Up to 6 hours.

FULL DAY HIRE - £210. Up to 16 hours.

Please note that these times include access to set up prior to the event and any time required for cleaning afterwards, unless specifically requested and authorised in advance by the committee. Access before the day of hire may incur additional hire charges. 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.

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.

YOUR BOOKING IS CONFIRMED ONLY ON RECEIPT OF THE COMPLETED APPLICATION FORM, FULL HIRE COST PAYMENT OR LCA AUTHORISED PURCHASE ORDER. ALL PAPERWORK SHOULD BE SENT TO THE BOOKING SECRETARY.

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