

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 three options to book the hall:

- The whole building/ all rooms
- The main hall itself
- The small hall/ kitchen

If you are unsure which option is for you, please do get in touch with us on info@lumsdencommunity.com so we can help you.

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 Building.

2 RESPONSIBILITIES OF HIRER

- The Booking Forms cannot be signed by anyone 25yrs or under.
- Where the function is being held for persons 18yrs 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.
- 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 us on info@lumsdencommunity.com 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 CONFIRMATION OF BOOKING

Your booking is confirmed only on receipt of confirmation through the HallMaster system.