



Victoria Hall Management Committee

www.thevictoriahall.net

Please complete this form to make your booking.

Name of Applicant:		Invoice to be addressed to:	
Address of Applicant:		Address for Invoice: Please complete if different	
Postcode:		Designated Person: If applicable re Child Protection see below	
Contact telephone number(s):		Email address for contact and invoice	

Date(s) required.....
.....

Time required (you should include setting up time /clearing up time – this is part of your hire).....

N.B. All functions MUST finish at 12 midnight (except 31/12) in accordance with our Public Entertainment Licence.

Activity being held.....
.....

Facilities required (please delete as applicable)

Main Hall Yes/ No

Kitchen Yes/ No

Meeting Room Yes/ No

Terms and Conditions of Hire

Please complete the details above to make your booking AND please read and retain the Terms and Conditions of Hire attached. Please sign below to confirm that you have **read and accepted** the Terms and Conditions of Hire. Please give/email your completed form to Vivienne Plampton. You **MUST retain** the terms and conditions page for your reference.

Please note that you need to familiarise yourself and everyone attending your event with the fire exits and fire-fighting equipment within the building. Details are available in the Victoria Hall User Manual; copies are located on the noticeboard at the back of the hall and in the top kitchen drawer.

I agree to abide by the Terms and Conditions of Hire as laid down by the Cromarty Victoria Hall Committee and undertake to ensure that everyone attending the event is made aware of the fire safety precautions and procedures.

Signature	Date
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Please return the completed form to:
Vivienne Plampton, 12 Bank St, Cromarty IV11 8YE
Tel. (01381) 600404; Email: vjg.ap@btinternet.com

Please read Page Two below!

Terms and Conditions of Hire for Cromarty Victoria Hall The Hirer MUST read and retain this page

The Victoria Hall may be hired for such purposes as the Victoria Hall Management Committee approves. The Committee reserves the right to use its discretion as regards hires and to refuse the use of the premises without assigning any reason. Hirers for parties **must** be aged over 25.

ALL hirers must complete an Event Safety Check form for each hire. Blank forms are located in a folder in the entrance hall and completed forms should be placed in the folder in the kitchen.

OCCUPANCY LIMITS MUST be adhered to as laid down by the Fire Service, 2002 and the Highland Council Public Entertainment Licence 2010: – all seated events: 150 people; functions, with or without tables & chairs, 200 people.

It is the Hirer's responsibility to be familiar with the Fire Regulations relating to the premises in order that appropriate action can be taken in the event of a fire alarm. The large entrance doors to the Hall are also Fire Exit doors and MUST NOT be blocked in any way. All details are available in the Victoria Hall User Manual; copies are located on the noticeboard at the back of the Hall and in the kitchen.

Child Protection Policy: the Victoria Hall Management Committee has adopted the Highland Council Child Protection Policy and all Hirers using the Hall in conjunction with children's activities must also have adopted a Child Protection Policy. In the event of the activity taking place falling within this category, the contact name, address and telephone number of the Designated Person in this regard should be added to the Booking Form.

Hirers must use the premises solely for the purposes stated in the booking form and shall ensure that the hall, all furnishings and equipment are left in the same condition as found as to cleanliness and repair.

An additional charge may be raised if the premises are not left in a satisfactory state. Cleaning can be arranged for a separate fee if required.

The Hirer shall be responsible for any damage to the premises or the fittings and fixtures, and shall be required to make good that damage.

The Victoria Hall Management Committee shall not, under any circumstances, be responsible for any damage, injury to, or loss of goods or property.

Hirers shall be bound and relieve Victoria Hall Management Committee of any claims made by any person for damage or injury caused during the course of or in connection with the occupation of the premises.

Hirers are responsible for ensuring that any **promotional material** for an event in the premises is only displayed in officially designated areas. At present, there is a £100 penalty for removal of advertising material from Highland Council property.

Compliance with **alcohol regulations**, including purchase of licence, supply of stewards and doorkeeper, is the responsibility of the Hirer. Details can be obtained from the Highland Council. **If the hirer is intending to secure a licence for the sale of alcohol on the premises, the hirer MUST also inform the Victoria Hall before making the application.**

Compliance with the **Highland Council "No Smoking" policy** is the responsibility of the Hirer.

Rubbish – it is the responsibility of the Hirer to dispose of excess rubbish from the Hall. In accordance with Highland Council guidance the Hall insists that all recyclable rubbish must be placed in the Blue bins provided. If these are full then the hirer should make arrangements to recycle their appropriate rubbish elsewhere.

Candles are not permitted in the hall.

The Victoria Hall User Manual provides detailed information about the Hall for reference purposes. Hirers should refer to the User Manual to familiarise themselves with the fire procedures and the facilities available in the Hall. Copies are located on the noticeboard at the back of the Hall and in the kitchen.

The Caretaker is Jeffrey Benjamin – Telephone Number 01381 600412 if not available please contact 01381 600404.