

Victoria Hall Management Committee (VHMC)



www.thevictoriahall.net

BOOKING FORM (as revised November 2025)

Please note: - Cromarty Victoria Hall is a "No Smoking" building, in accordance with Highland Council policy

Please complete forms on pages 1 and 3, to make your booking.

Applicant Name:		Name for Invoice: <i>if different</i>	
Applicant Address:		Address for Invoice: <i>if different</i>	
Postcode:			
Contact telephone number(s):		Email address for contact and invoice:	
Designated Person: <i>If applicable re Child Protection see below</i>		Designated Person Contact Details: <i>If applicable</i>	

Date(s) required.....

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

N.B. All events **MUST** finish by 12 midnight (except 31/12) in accordance with our Conditions of Hire. Under no circumstances will any extension be granted.

Activity being held (please read carefully T&Cs below & on page 2). **PLEASE COMPLETE EVENT RISK ASSESSMENT BELOW**

Facilities required (please read carefully T&Cs below & on page 2). **PLEASE COMPLETE EVENT RISK ASSESSMENT BELOW**

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, **including the completion of your Event Risk Assessment form**. Please give/email your completed forms to the Bookings Officer. 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, appointing responsible Stewards for larger events. Details are available in the Victoria Hall User Manual; copies are located in the front entrance hall and in the kitchen.

UNDER NO CIRCUMSTANCES SHOULD ATTENDEES TO YOUR EVENT ENTER THE HALL IF FEELING UNWELL. IT IS THE HIRER'S RESPONSIBILITY TO ENSURE THAT THIS CONDITION OF HIRE IS COMPLIED WITH. IF ANYONE BECOMES UNWELL DURING THE EVENT, THEY SHOULD BE ISOLATED IN THE MEETING ROOM AND THE APPROPRIATE MEDICAL SUPPORT (999 or 111) SHOULD BE CONTACTED. AN INCIDENT REPORT FORM SHOULD BE COMPLETED AND SENT TO THE VICTORIA HALL MANAGEMENT COMMITTEE WITHOUT DELAY (AND CERTAINLY BEFORE THE NEXT HALL BOOKING).

I agree to abide by the Terms and Conditions of Hire as detailed below by the Cromarty Victoria Hall Management Committee and undertake to ensure that everyone attending the event is made aware of these Ts&Cs, including the fire safety precautions and procedures and hygiene protocol requirements.

Signature	Date
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Please return the completed form to:

Joanna Rose, Bookings Officer, c/o 29 Townlands Park, Cromarty IV11 8YY.

Tel. (01381) 600643; Email: vhmc.cdcc@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 (VHMC) 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 30 or over and in addition at least 75% of the guests must be aged 25 or over. Children's parties (up to the age of 12) are permitted when booked by a responsible parent.

ALL hirers must complete an Event Risk Assessment (ERA) form for each hire (unless it is a regular event booking, with no changes). This ERA form must have been completed and accepted, by the VHMC, before any booking is confirmed.

OCCUPANCY LIMITS ARE CALCULATED ON A SOCIALLY DISTANCED CAPACITY BASIS. THE MAXIMUM NUMBER OF PEOPLE (including Children) FOR ALL EVENTS IS 150. IF ANY OF THESE CONDITIONS OF HIRE ARE NOT COMPLIED WITH, THE VICTORIA HALL MANAGEMENT COMMITTEE RESERVE THE RIGHT TO IMMEDIATELY CANCEL ANY PRESENT OR FUTURE BOOKING IN THE NAME OF THE HIRER. THE T&Cs ARE AUTOMATICALLY UPDATED BY ANY SCOTTISH GOVERNMENT GUIDANCE.

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 Hirer should appoint responsible Stewards for larger events, in case of emergencies that require evacuation of the Hall. The large entrance doors to the main Hall are also Fire Exit doors and **MUST NOT** be blocked in any way. The thoroughfare, between the internal main Hall Fire Exit doors and the Kitchen Fire Exit doors on to the Victoria Park, must be **KEPT CLEAR** at all times. Details are available in the Victoria Hall User Manual; copies are located in the Hall entrance 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/ERA forms and shall ensure that the Hall, all furnishings and equipment are left in the same condition as found as to cleanliness and repair, including storage of chairs and tables. **An additional charge may be raised if the premises are not left in a satisfactory state.**

The Hall has strict cleaning protocols with periodic hygiene cleaning between bookings. Although Hirers are required to leave the Hall in a state of cleanliness and good repair, it is the Hall's responsibility to provide a hygienically clean environment for the next hirer. Please do not enter the building more than 15 minutes before your booking start time, leave immediately after the booking end time and regular user registered keyholders are reminded that entry to the Hall, outside booked times, is not permitted, unless by prior arrangement with the VHMC.

The Hirer shall be responsible for any damage to the premises or fittings and fixtures, being 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. In addition, Hirers are not allowed to use any inflatable, e.g. bouncy castles or alike, in the Hall, following instructions from our insurers, unless proven Public Liability Cover is in place.**

Hirers shall be bound and relieve the 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.

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. Hirers are reminded that it is a criminal offence to supply alcohol to anyone aged under 18, and if the Victoria Hall Management Committee consider this is being ignored by the Hirer, the hire will be terminated immediately.**

If the Hirer is intending to serve food at their event, the hirer MUST supply a responsible person, with a Food Hygiene Certificate, to oversee the preparation and supply of all food. The VHMC takes no responsibility for the supply of food on the premises.

Compliance with the **Highland Council "No Smoking" policy** is the responsibility of the Hirer. Smoking with the door open is not allowed. All smokers, including cigarettes/vaping devices, must move well away from the Hall entrances/exits and dispose of litter responsibly. **Candles or any naked flames are not permitted in the Hall. If the Victoria Hall Management Committee consider these policies are being ignored by the Hirer, the hire will be terminated immediately.**

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 and Green bins provided. If these are full then the hirer should make arrangements to recycle their appropriate rubbish elsewhere, INCLUDING ALL GLASS FOR WHICH THERE IS NO RECYCLING AT THE HALL.

The Victoria Hall User Manual provides detailed information about the Hall for reference purposes, including contact details. Hirers should refer to the User Manual to familiarise themselves with the fire procedures and the facilities available in the Hall. Copies are located in the front entrance hall and in the kitchen.



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EVENT RISK ASSESSMENT FORM

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Please DELETE YES or NO as appropriate

Applicant Name:					
Applicant Address:					
Postcode:					
Contact telephone number(s):		Contact Email address:			
Event Organiser or Responsible Stewards <i>If different</i>		Contact telephone number(s):			
Designated Person: <i>If applicable re Child Protection see T&Cs</i>		Designated Person Contact Details: <i>If applicable</i>			
EVENT DESCRIPTION					
EVENT DATE AND TIMES			IS THIS EVENT A ‘REGULAR’ BOOKING?		YES / NO
IF A ‘REGULAR’ USER, DO YOU HAVE A REGISTERED KEY?	YES / NO	IF YES, PLEASE RECONFIRM WHO HOLDS THE KEY	NAME: REGISTERED KEY NUMBER:		
WHICH PARTS OF THE HALL WILL BE USED? <i>Delete if not required</i>	FRONT ENTRANCE / MAIN HALL / FRONT TOILETS / STAGE AREA (including rear stage doors) KITCHEN / KITCHEN TOILETS / REAR ENTRANCE / MEETING ROOM / REAR OFFICE / ALL AREAS				
ESTIMATED NUMBERS (maximum 150) 75% Must be over 25!		DO YOU HAVE CONTACT DETAILS FOR ALL ATTENDEES?	YES / NO	WILL NEGATIVE COVID TESTS BE REQUIRED FROM ALL ATTENDEES?	YES / NO
IS ANY THIRD PARTY COMPANY TO BE USED? (e.g. Lighting or Caterer) Please provide details	YES / NO				
WILL YOU BE USING THE HALL TABLES or CHAIRS?	YES / NO	WILL YOU BE USING THE KITCHEN CROCKERY, UTENSILS or GLASSES?	YES / NO	IF YES TO EITHER, WASH UP or USE THE DISHWASHER and PUT AWAY IN CUPBOARDS AS FOUND.	
WILL YOU BE USING ANY KITCHEN EQUIPMENT e.g. FRIDGE, COOKER, KETTLE or DISHWASHER?	YES / NO	PLEASE REMEMBER TO RESPECT USERS WHO COME AFTER YOU BY MAKING SURE THAT ALL USED EQUIPMENT IS LEFT CLEAN.			
IF THERE IS FOOD AT THE EVENT, IS A QUALIFIED PERSON APPOINTED?	YES / NO	PLEASE SUPPLY DETAILS OF THE OVERSEER WHO HAS A VALID FOOD HYGIENE CERTIFICATE			
WILL YOU BE USING ANY STAGE EQUIPMENT e.g. INDUCTION LOOP, PA SYSTEM, CURTAINS, LIGHTING or ELECTRICAL METER CUPBOARDS?	YES / NO	IF YES TO ANY, PLEASE TREAT ALL COMMUNITY EQUIPMENT WITH CARE AND PUT AWAY AS FOUND. PLEASE REPORT ANY DAMAGE, REGARDLESS OF FAULT.			
WILL YOUR EVENT INVOLVE PHYSICAL CONTACT BETWEEN ATTENDEES?	YES / NO	IF YOU USE THE HALL FIRST AID KIT, PLEASE DISPOSE OF ALL WASTE MATERIALS AND COMPLETE A HALL INCIDENT FORM			
I HEREBY AGREE TO ALL THE HALL’s TERMS & CONDITIONS OF HIRE AND WILL IMMEDIATELY NOTIFY THE VICTORIA HALL MANAGEMENT COMMITTEE OF ANY CHANGES TO EITHER THE BOOKING OR EVENT RISK EVALUATION FORMS					
NAME		SIGNED		DATE	/ /