

## CONDITIONS OF HIRE – 2024

This page outlines the basic conditions of hire for Glenluce Public Hall. A full set of terms and conditions is available from the OLDT Office on 01581 300767.

### Hall Charges

The standard rate of hire is £11.15 per hour. This applies to individuals, non-VAT-registered organisations and community groups/organisations.

The junior rate, £8.50 per hour, applies to children's groups.

The senior rate, £8.50 per hour, applies to groups aimed predominantly at over 65s.

The commercial rate, £22.00 per hour, applies to VAT-registered organisations.

The children's party rate, £25.00, applies to a four-hour period to allow one hour to set-up and one hour to clear away from a two-hour party. If a longer party is required, the additional time will be charged at the junior rate.

### Meeting Room Charges

The standard rate of hire is £12.50 per hour. This applies to individuals, VAT registered and non-VAT registered organisations.

The following discounted packages are also available as a hire option:-

Half Day – 4 Hours – £37.50

Full Day – 8 Hours - £75.00

### PRS Charges

PRS charges are payable where recorded music is played at an event or class open to the public. No PRS charges are payable for private parties where only invited guests are in attendance, such as birthdays, anniversaries and weddings. The PRS charge is £2.29 per class or £24.89 for a public event.

### Furniture Loan – External Use

Hall tables and plastic bucket chairs can be requested to loan out externally for weddings or other private events outwith the hall. These are available by prior arrangement with the Hall Keeper and a donation is requested at £2.00 per table and £1.00 per chair to assist with the ongoing running costs of the hall. Please note that fabric chairs are not available for external loan. Hall tables and chairs are to be returned in a clean and undamaged condition otherwise a cleaning and/or replacement fee will be applicable.

### Payment

Unless alternative arrangements have been made, all bookings must be paid for prior to the let. All invoices must be paid within 14 calendar days of the date of the invoice. Any invoices which remain unpaid after the due date will be subject to a 5% surcharge.

Please make all cheques payable to Old Luce Development Trust. If paying by bank transfer, please contact the office for payment details, inform the office when payments are made and quote the invoice number in the payment reference.

### Cancellations

Charges will apply for cancellations made within 7 days of the booking date, unless the hall is rebooked for the same booking period. Hirers must inform the Hall Keeper on 07354 468232 if a booking is no longer required, even if payment is due, so that the hall is not left unsecured for the period of the let.

### Equipment

The screen, cinema and sound system can be used free of charge, but this must be requested in advance. All hall equipment, including tables, chairs and kitchen equipment, must be put away after use. Rubbish should be put in the wheelie bins outside the front of

the hall. If the Hirer requires additional time to set-up or put away equipment, then this is subject to the availability of the hall on the day. Set-up/clear-up time can only be guaranteed by booking the hall to include this time.

Alternatively, with prior notification, the Hall Keeper may be able to provide this service, for which the Hirer would pay the hall set-up/clearing-up charge of £5.50. This charge applies for each 15-minute period, or part of 15 minutes, required.

### End of Hire

Hall cleaning is only provided weekly. It is therefore essential that Hirers leave the hall, kitchen and any equipment used in a clean and tidy condition after use for the benefit of all hall users. Sweepers, dusters and mops are available in the main foyer area to the left of the front door. If the hall is left in an unclean condition, and/or equipment is not put away, the Trust will apply hall clearing-up charges for the time taken to clean the hall. Please report any issues with hall cleanliness to the Hall Keeper on 07354 468232.

### Animals

Where a booking involves bringing animals into the hall, animals must be dried off and feet must be wiped on entry to the hall, and the hall and entrance foyer must be mopped at the end of the session. Mops and buckets are available in the foyer to the left of the entrance door and a mop sink is available in the foyer adjacent to the kitchen. The hall user must supply their own consumables, such as disinfectant, paper towel and animal waste bags. Where there is another booking in the hall within one hour of the booking involving animals, the hall floor should be disinfected and dried where any incidents occur, without mopping the whole floor, to ensure that the hall floor is clean, dry and safe for the subsequent user. Animal waste must be bagged and placed in the bins outside the hall. Failure to leave the hall in the condition in which it was found on arrival, will lead to a review of the use of the hall and could lead to the cancellation of subsequent bookings.

### Fault Reporting

Please report any problems with the hall or equipment to the Hall Keeper on 07354 468232.

### First Aid

There is a first aid box in the kitchen. Please ensure that the accident book is completed and the Hall Keeper is notified so that the box can be replenished.

### COVID-19 Guidelines

Any use of the hall facility through hire, must be carried out in-line with [government guidelines](#) and restrictions that are in place at the time of hire.

The maximum number of persons allowed in each of our hireable areas at any one time and should not be exceeded are;

Capacities	No social distancing	1m social distancing	2m social distancing
<b>Main Hall</b>			
- Standing	245	42	21
- Seated – theatre layout	100	42	21
- Seated – at table	50	42	21
<b>Meeting Room</b>			
- Seated – theatre layout	12	6	4
- Seated – at table	12	6	4

During bookings, the kitchen area and public toilets will be accessible. Any government guidelines in place at the time the booking takes place regarding COVID-19 must be adhered to, such as limits on the numbers of people in the kitchen or use of own drinking vessels.

Social interaction with anyone that you do not live with should be limited. If attendees are from multiple households, then it is recommended under government guidelines that attendees maintain their 2-metre social distancing and make use of the sanitising stations in the facility. Face coverings are recommended under government guidelines inside the facility, unless otherwise exempt or undertaking exercise or an activity where it would negatively impact on your ability to do so.

### **Your Booking**

1. A member of staff will open and close the facility (where required) but they are not responsible for enforcing these rules. By booking the facility, you have agreed to our conditions of hire and breach of these conditions may result in any future booking requests being refused.
2. The Hirer is responsible for communicating these rules to all facility users and respective parents/carers.
3. If COVID-19 government guidelines are in place, the Hirer must ensure that all facility users complete any Track & Trace information relevant at the time of booking. A Track & Trace information sheet will be provided immediately prior to the booking taking place if applicable. This information should either be left on a table in the hall, or may be posted through the letter box on the front of the Public Hall doors (door to the left of entrance). This will then be collected by a member of staff and will be held on file for 21 days after the date of the booking. It will then be destroyed.
4. Hirers must inform the Trust immediately by telephone 01581 300767 and e-mail ([thetrust@oldluce.org.uk](mailto:thetrust@oldluce.org.uk)) of any positive COVID-19 cases, in order that an assessment can be carried out with regards to additional sanitising/isolation of persons/facilities.

If Glenluce Public Hall is required to close due to specific government restrictions, Old Luce Development Trust may offer you an alternative date for your booking, but if this cannot be agreed the booking will be deemed cancelled and any payments made will be returned in full. Old Luce Development Trust monitors government guidelines regularly and will update you of any changes to your booking accordingly.