

# CORONATION HALL, MUCKHART

## CONDITIONS OF LET

1. No smoking anywhere in the Hall.
2. Open candles are not allowed. Battery operated tea lights are available, on request.
3. Tables and chairs should be put away in the correct cupboard.
4. No fixings of any kind (bolts, nails, screws, sellotape) shall be attached to any part of the interior or exterior of the building. Blotack or string is acceptable if used carefully. You may use the picture rail fixings.
5. Please leave the kitchen clean and tidy and empty the tea urns if used. If food preparation and or catering is provided the hirer is responsible for ensuring the caterer has the appropriate Food Hygiene certificates.
6. Only heat the rooms that you use and turn down the thermostats on each radiator to the required level to conserve heating oil.
7. Please put rubbish in the green wheelie bin and recycle bottles in the bottle bank situated outside the Hall (not after 9 p.m.) There is also a bin for recycling plastic bottles in the kitchen.
8. We would appreciate it if you would brush the Hall if necessary. Cleaning equipment is kept in the disabled toilet cupboard.
9. 20% deposit is required on booking and the balance will be due on the day of the event. Events that are cancelled with less than 48 hours' notice will be charged in full.
10. Please make cheques out to Coronation Hall or pay by BACS to The Coronation Hall sort code 82-62-08 account 30390023.
11. On leaving the Hall please make sure the heating is off by sliding the control by the front door to the left, and the lights are out, including the toilet lights. Please note that the security lights outside will remain on for several minutes before automatically switching off. Please make sure fire doors are closed & front door is locked.
12. The hirer is responsible for any loss or damage to the building, fixtures, fittings, contents and décor during the let.
13. The Coronation Hall management reserves the right to cancel a let without being liable for compensation in the event of the Hall being required for purposes outwith their control.
14. In the event of cancellation by the hirer without reasonable notice the deposit paid will be forfeit.
15. The sale of alcohol is prohibited but the consumption of alcohol is acceptable, however the hirer is responsible for the proper conduct of the let.
16. Please note that parking is not allowed along school road beside the Hall at any time. There must be access for emergency vehicles at all times.
17. Equipment is left in the hall at the risk of the hirer.
18. Personal accident insurance must be provided by all affiliated groups.
19. Please note, the maximum seating for an event is 130.

### LETS INCLUDING CHILDREN UNDER 16 YEARS – IMPORTANT INFORMATION

Where a group contains members under 16 years of age, the group supervisors must be checked by 'Disclosure Scotland' to ascertain their suitability to run the group. The responsibility for obtaining this clearance belongs entirely to the groups concerned.

Disclosure Scotland contact details are:-

Website	<a href="http://www.disclosurescotland.co.uk">www.disclosurescotland.co.uk</a>
E-mail	<a href="mailto:info@disclosurescotland.co.uk">info@disclosurescotland.co.uk</a>
Helpline	0870 609 6006
Address	Disclosure Scotland, PO Box 250, Glasgow, G51 1YU

Hall keeper: Christina Sutherland, 2 Kirkhill, Pool of Muckhart, FK14 7JQ, Phone: 07711 529006