



## **BOOKING REQUEST FORM – WEDDINGS / ALL-DAY EVENTS**

**Name:**

**Address:**

**Contact number:**

**Email:**

**Type of event:**

**Date of event:**

**Number of attendees expected:**

*(Please note, maximum number of persons allowed in the Hall is 200.)*

**Any additional info:**

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**Our package cost for an all-day event is £350.** This includes:

- Full use of the Hall (Main Hall, Lesser Hall, both Kitchens and car-park) from 8am to midnight on day of event.
- Access from midday on the day before the event, to midday on the day after the event. This allows for set-up and clear-up.

*We can arrange for you to view the Hall prior to confirming any booking. For this, and any other enquiries, please contact us - [info@edmonstonehall.co.uk](mailto:info@edmonstonehall.co.uk)*

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**I have read and understood the Terms and Conditions of Hire** (see overleaf)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Please return completed form to [info@edmonstonehall.co.uk](mailto:info@edmonstonehall.co.uk)

*Scan and email, or post through side door of the Edmonstone Hall. If posting the form, please let us know via email, as we will then pick it up promptly.*

Bookings are confirmed once the Hall Committee has approved them, when you have received a reply from our bookings manager, and once deposit is received.

## **TERMS & CONDITIONS OF HIRE - The Edmonstone Hall, Blanefield**

### **Hirer's responsibilities:**

1. The Hirer will, during the period(s) of Hire, be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage however slight, or alteration of settings of any sort. Responsibility also includes the behaviour of all persons using the premises, whatever their capacity, including supervision of the car parking to avoid obstruction of the highway and neighbouring access routes.
2. The Hirer shall not for any unlawful or unauthorised purpose, sublet the premises nor do anything or bring onto the premises anything which would endanger the premises or render ineffective, in whole or part, the insurance policies covering the premises and persons using them.
3. The Hirer must be of at least 18 years of age, and shall be responsible for:
  - Obtaining any appropriate licences that may be needed – eg. for consumption of alcohol, and for performance of music which is covered by the Performing Rights Society.
  - Observing all regulations stipulated by the Fire Authority and Local Authority, and on notices in the Hall.
  - Prohibiting smoking on the premises.
  - Ensuring that all children on the premises are under adult supervision at all times.
  - Ensuring that all requirements of *Disclosure Scotland PVG Scheme* are complied with, where activities involving the supervision of children or other vulnerable adults are occurring.
  - Obtaining appropriate public liability insurance for any regular hires, or sub-contracted activities such as mobile discos, etc. (The Hall has public liability insurance, but this only covers anything that happens as a result of the Hall's negligence, rather than the Hirer's.)
4. The Hirer shall indemnify the Management Committee for the cost of repair of any damage done to any part of the property (including the curtilage or the contents of the building) during, or as a result of, hire.
5. At the end of the hire, the Hirer shall be responsible for leaving the premises and surrounds clean and tidy, returning all items moved to their usual positions, and removing all waste for recycling and rubbish, otherwise there may be an additional charge. Any keys borrowed must be returned promptly.

### **General Conditions:**

6. On Sundays to Thursdays, all lets terminate at midnight, by which time the premises must be fully vacated. Music must cease at 11pm. On Fridays and Saturdays, all lets terminate at 1am, by which time the premises must be fully vacated. Music must cease at midnight. The Hirer must be responsible for ensuring the minimum of noise is made on arrival and departure, and be considerate of the residents who live close to the Hall.
7. Any decorations should be put up with care – please do not use tape or Blu-Tack on painted or varnished surfaces.
8. Cleaning fee – should the Hall not be left in a clean and acceptable condition at the end of hire (including swept/mopped floors and a clean kitchen), the Management Committee reserves the right to charge for any additional cleaning hours.

9. Damage or breakages must be reported, and will be charged for accordingly.

**Bookings:**

10. Bookings should be made via the Bookings Manager using the Booking Request Form provided on our website.
11. Bookings are provisional until confirmed in writing once the Management Committee has approved them.
12. For weddings and one-off all-day events, a deposit of £100 is required to confirm booking. Final invoice will be sent 4 weeks prior to event. Payment is due 7 days from the date of the invoice.
13. For regular bookings, invoices shall be sent at the end of the month in which the hire takes place. Payment is due 7 days from the date of the invoice.
14. Set-up and clear-up times for an event can be arranged on an individual basis. Costs will be discussed at booking. For weddings and all-day events, set-up and clear-up time is included in the package.

**Cancellation:**

15. If, for any circumstances beyond our control, the Hall has to cancel a booking, a refund of any deposit shall be refunded.
16. For regular bookings, if the Hirer wishes to cancel the booking before the date of hire, the repayment of the fee will be at the discretion of the Management Committee.
17. For weddings and all-day events, cancellations made 4 weeks or less prior to event will be charged 100% of total hire fee. This may be waived at the discretion of the management committee.

**Risk Management:**

18. Smoking is not allowed anywhere on the premises.
19. The Hirer shall, if preparing, serving or selling food, observe all the relevant food health and hygiene legislation and regulations.
20. The Hirer shall ensure that any electrical appliances brought to the premises and used there shall be in safe, good working order, and used in a safe manner.
21. Capacity – 200 is the maximum capacity throughout the Hall. For seated events, this reduces to 100 in the Main Hall with an extra 12 seated on the Stage.
22. **In the event of an emergency**, please alert the relevant emergency services, and inform the Hall contact whose number you will be given prior to the event.