

THORNHILL COMMUNITY HALL

Back Loan, Thornhill Stirling, FK8 3QB
Registered Charity No: SCO21671

RATES OF HIRE FROM 1 Aug 2018

Accommodation	Standard Rate Per Hour	Concessions (LOCAL GROUPS) Rate Per Hour
Main Hall	£11.50	£6.30
Meeting Rooms	£7.35	£4.20
Changing Rooms	£9.45	£6.30

A discretionary £50 deposit may be charged, refunded within 7 days if no costs have been incurred from the let

WEEKEND FUNCTIONS: £100 per session, payable in advance
(e.g. dances, private parties, shows)

PLUS deposit of £100 refunded within 7 days if no costs have arisen from the let

A cancellation charge may be levied at the discretion of the Hall Management Committee

GENERAL NOTES

The kitchen is a shared resource and can be used by all users
The cost of hiring the changing rooms includes use of showers
The disabled changing room is FREE at all times

ALL LETS MUST END BY MIDNIGHT

The car park and surrounding area MUST be quiet by 12.30am

APPLICATION TO LET

Accommodation required: (please circle)

MAIN HALL - **must be cleaned after use**

MEETING ROOM DOWNSTAIRS - **must be cleaned after use**

MEETING ROOM UPSTAIRS - **must be cleaned after use**

CHANGING ROOMS: MALE / FEMALE / DISABLED – **must be cleaned after use**

SHOWERS TO BE USED: YES / NO – **must be cleaned after use**

Contact Name, Address, Telephone No:

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Purpose of Let:

Date required:

Start Time: Finish Time:

Signature of person responsible for hire:

Return form to Booking Secretary:

Tel: Kevin on 07976600917

Email: bookings@thornhillcommunityhall.org.uk

GENERAL NOTES

KEY HOLDERS are all volunteers who will OPEN the Hall and show hirers the accommodation, safety aspects, location of lighting & heating switches and the facilities in the kitchen, including the cleaner's cupboard.

KEY HOLDERS will LOCK the Hall after use having checked for cleanliness and for any breakages. The Hall may be cleaned by hirers on the following morning but prior to 9am to allow for other lets using the Hall. This MUST be arranged with the Booking Secretary.

SAFETY

There are several fire exits, a fire detection system and fire extinguishers. There is an emergency torch in the kitchen. Please familiarise yourself with the location of the exits and extinguishers and see the notice board for the correct procedure should a fire occur. The Hall has a NO SMOKING policy.

COSTS

All costs are at the discretion of the Hall Management Committee and must be paid in advance. The Hall is run by voluntary endeavour, NOT the local authority.

INSURANCE

The Hall insurance does NOT cover your property and you are responsible for any licences or permissions - liquor, music, entertainment etc. Any electrical equipment brought into the Hall should carry a current PAT certificate.

NOISE

Please respect the residents of properties close to the Hall in the evenings, ensuring that you leave quietly and do not run nor rev-up cars and coaches.

LIVE TV

It is forbidden to watch **live** TV in the hall - we do **NOT** have a license. Anyone caught using a TV will be asked to vacate the hall and a fine may be imposed.

TABLES & CHAIRS must NOT be taken outside.

**WE HOPE THAT YOU ENJOY YOUR TIME IN THE HALL -
COMPLY WITH THESE TIPS AND WE WILL WELCOME YOU BACK.**