

D R E E L H A L L S

BOOKING FORM

Name of Hirer	
Address	
Type of organisation (if applicable)	
Charity Number (if applicable)	
Telephone	
Email	

Venue required (please circle)	Lower Hall	/	Upper Hall	/	Both Halls
Date(s) (for block bookings use a separate sheet if necessary)					
Start time			End time		
Type of event					
Number attending					

Do you require any of the following? (please tick)

Tables	<input type="checkbox"/>	Chairs	<input type="checkbox"/>	Piano	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	Cooker	<input type="checkbox"/>	Crockery	<input type="checkbox"/>
Cutlery	<input type="checkbox"/>	Projector (additional charge)	<input type="checkbox"/>	Screen	<input type="checkbox"/>

Is a licence required for consumption of intoxicating liquor?	Yes	/	No	(please circle)
If yes, has this been obtained?	Yes	/	No	(please circle)

Hire Charge (see Hall Hire Costs on page 2)	
Deposit	£50

Please enclose separate cheques for the hire charge and deposit, both payable to 'Anstruther Improvements Association'. Please send completed booking form and remittance to:

A.I.A., c/o Alan Stewart, 15 Watson Place, Anstruther, KY10 3ED

I have read the Conditions of Hire for the Dreel Halls (see page 2) and agree to be bound by their terms.			
Signature of hirer		Date	

Demographic information

The Anstruther Improvements Association has been asked by one of its key funders to collect data on who is visiting the Halls. We would be grateful if you would estimate the number of people in each category who will be attending your event.

Thank you for your cooperation.

Category	Number
Males under 25	
Females under 25	
Males over 25	
Females over 25	

Hall Hire Costs

Hall hires can be made by the hour, by the session or for the whole day (which includes the evening). Please note that we have a whole-day discounted rate for community organisations. The hire charges are as follows:

	Upper Hall	Lower Hall	Whole Building
Hourly rate	£6	£13	£19
Session rate (approx 3 hours)	£15	£35	£50
Whole-day rate (including evening)	£70	£150	£220
Whole-day rate for community organisations	£35	£75	£110

Please speak to us about block booking rates.

Conditions of Hire

1. In accordance with Scottish Law no smoking is permitted in the Dreel Halls.
2. In accordance with fire regulations, the Upper Hall is licensed at a capacity of 60 and the Lower Hall at a capacity of 150.
3. Under Health and Safety Rules and Regulations (and a legal requirement under Fife Council's Electrical Safety) all electrical equipment must have a current Portable Appliance Testing (PAT) certificate. The hirer is responsible for PAT certification of the hirer's equipment.
4. The hirer is required to ensure compliance with the Food Safety Act, 1990, the Food Hygiene (Scotland) Regulations 2006 and any subsequent related regulations.
5. The hirer shall be responsible for obtaining any licences that may be needed for the consumption of intoxicating liquor and for the observance of all other regulations appertaining to the premises as stipulated by the Fire Authority and the Local Authority.
6. Any gambling activities must conform to the Gambling Act 2005.
7. During the period of the hire the hirer will be responsible for the conduct of all persons using the Halls and the grounds. The hirer is responsible for the supervision of all those under 16 who are using the Halls and for ensuring that there is sufficient responsible adult help. The hirer must ensure that he/she is in a suitable state to carry out this responsibility.
8. The hirer will, during the period of hire, be responsible for the supervision of the Halls, their fabric and contents and for ensuring their safety from damage, however slight. The hirer shall indemnify the Anstruther Improvements Association for the cost of repair of any damage done to any part of the Halls, their contents and its grounds which occurs during the period of hire or as a result of the hire. If any breakages or acts of vandalism occur in the Halls or if the Halls are left in an unsatisfactory condition, it will be at the discretion of the AIA to seek reimbursement or to use some or all of any deposit taken towards the expenses incurred. If a deposit has been taken, the cheque will be returned after the function if the Halls and its contents are left in a satisfactory condition. All breakages should be reported to the Committee.
9. The hirer is responsible for ensuring that sound made by any sound system used during the period of hire is kept at a reasonable level. No event must continue past midnight. Please ensure that persons leaving the hall do so quietly with due consideration to neighbours.
10. At the end of the hire period the hirer must ensure that:

* The Halls are left clean and tidy, with no personal possessions left in the building, any mess swept up and all table tops wiped. The kitchen is left clean, with all crockery washed, dried and put away. Toilets are also left clean. Any extra cleaning required will incur a charge. Cleaning materials are kept under the sink and in the kitchen cupboard.

* Items removed from their usual positions are properly replaced, including tables and chairs which must be stacked or left where they were found. Chairs should be stacked no higher than 5 high.

* Windows are shut and secured, shutters open and curtains pulled back for fire safety reasons; kettles are left unplugged and emptied; taps are turned off; hot water is switched off. All internal doors are shut and the main door is locked.

* Heating instructions found in the Halls are followed. Unless advised otherwise, please ensure heating is switched off before leaving.

* Waste is removed.

11. If the hirer cancels the booking more than 7 days prior to the function, any hiring fee paid will be returned. If the hirer wishes to cancel the booking less than 7 days before the date of the event and the AIA is unable to secure a replacement booking, the AIA will decide if the hire fee will be refunded or not.