

BARMULLOCH COMMUNITY DEVELOPMENT COMPANY Ltd (BCDC)

CONDITIONS OF LET

Former Church Hall, Quarrywood Avenue, Glasgow, G21 3ES
Contact – Evelyn 0141 770 6389 Web Address - www.bcdcglasgow.co.uk

Former Church Hall, Quarrywood Avenue is the property of the Church of Scotland, 121 George Street, Edinburgh. They have kindly leased the premises to Barmulloch Community Development Company Ltd (BCDC) to provide activities for the benefit of the Community. To comply with lease arrangements and BCDC responsibilities it essential that all Hall users note and observe the following Conditions of Let.

1. The person named on the booking form shall be the Hirer and shall be responsible for ensuring Condition of Let are met and must be in attendance of their let or name a designated responsible representative.
2. Smoking area is situated outside the front door, please use the sand bucket provided. No smoking is allowed anywhere inside the premises.
3. No alcohol can be sold on the premises. It is the responsibility of the hirer to prevent under-age drinking.
4. No ball games are allowed in our around the building and children must be supervised at all times.
5. Keep fire exits clear at all times and observe evacuation and safety notices.
6. Bookings include use of kitchen (no children allowed) and toilets. All damages must be reported.
7. The hirer will be responsible for any malicious loss or damage caused during their period of let.
8. It is the hirer's responsibility to make sure all personal items are stored in a safe place during their let as BCDC cannot be held responsible for their loss or damage.
9. It is the responsibility of the hirer to arrange first aid facilities/personnel during their let.
10. The hirer must control admittance to their let and times of hire must be strictly observed leaving enough time to clear up.
11. To maintain good relationships with local residents please be as quiet as possible when leaving the building. Hall must be vacated by 11.45pm, disco ends strictly at 11.30pm to allow time to clear the hall.
12. We have more than one hall in the building and it is possible that lets may run concurrently, please respect the privacy of other people using communal areas such as kitchen and toilets.
13. The hirer shall be responsible for taking appropriate actions to ensure those under their charge are in a supervised, healthy, safe, and secure environment.
14. All areas used by the hirer must be brushed, cleared of rubbish and spillages dealt with immediately to prevent injury and all rubbish must be bagged and deposited in wheeled bins outside the premises.
15. Heating will be preset and any problems must be dealt with by authorized personnel only.
16. A hire cannot be sub-let.
17. Display materials such as decorations, balloons and streamers may only be fixed to walls with removable adhesives (No pins or tacks).
18. Hirer must nominate a responsible person to supervise event/activity, to ensure all conditions of let are being followed and to oversee lock up procedures. If locking up, all doors must be closed, lights and sockets switched off (except fridge and heating system) and burglar alarm activated.
19. All electrical equipment brought into the hall by any hirer must be properly maintained and certified.
20. No animals allowed (except guide dogs)
21. Full payment of the hire must be made, in advance, before booking is confirmed.
22. In the event of a let being cancelled by the hirer we will take into account all circumstances before considering a refund. In the unlikely event we need to cancel your let a full refund will be issued promptly.
23. Any member of the committee shall, at any time, be allowed access to any part of the building and the decision of the committee is final.
24. We reserve the right to refuse any let or change these Conditions of Let at any time and at our discretion.

The hall is managed by a Charitable Company and funded by income from lets and local fund raising. We try to provide a Hall that is clean, tidy and at a reasonable cost, in order to do this, the Condition of Let set out above must be adhered to. We thank you for your co-operation. If you have enjoyed your use of the hall, please tell others, if you have not, please tell us.