



The Carnegie Hall

Clashmore, Dornoch, IV25 3RG

Booking Form

- **Short & Part Hires** - Please contact enquiries@carnegie-hall.co.uk or call 01862 881 263 to discuss your requirements.
- **Longer Hires** - For longer events, especially those requiring more set-up and clean-up time, and for **ALL** weddings, the Hall must be hired for a minimum of 3 days (e.g. from 9.00am on a Friday until 9.00am on Monday). The cost for three days is **£1200** plus a £250 refundable **Good Housekeeping Deposit***. A booking fee of £300.00 is required at the time of booking and the balance of the hire must be paid 60 days prior to the first day of the hire.
- **Regular Bookings** - Special rates are available for regular/repeat bookings.

* See Terms and Conditions below for information on the good housekeeping deposit

To Make A Booking

Please complete and return this form to **Sarah Haymes**, Kildale, Clashmore, IV25 3RG

Name	
Address	
E-mail	
Phone number	
Date(s) of event	
Type of event	
Special requests	
Name and contact number (for after event)	
List of suppliers in case contact needed after event	
Internet Requirement	<input type="checkbox"/> £50 for 3 day wedding event <input type="checkbox"/> £20 for 8 hour day event <input type="checkbox"/> £15 for evening event

Payment

Please Note: By making a booking you are agreeing to accept our terms and conditions.

You can pay electronically; our bank details are:

Bank of Scotland
Carnegie Hall Trust
Sort code: 80-06-36
Account number: 06002540

Alternatively, please enclose one cheque made payable to “Carnegie Hall Trust”, for the booking fee and the Good Housekeeping Deposit. The **Good Housekeeping Deposit** will be returned after the event providing the hall is left as found (for more details see the below Terms and Conditions).

Your booking is confirmed on receipt of payment for the booking fee and the good housekeeping deposit.

I enclose a cheque for £.....

Signed
Print Name
Date

The Carnegie Hall, Clashmore, Dornoch IV25 3RG

Terms and Conditions

1. KEYS

The hirer - the person whose name and signature are on the Booking Form - is responsible for collecting and returning the Hall keys at the agreed time to the caretaker of the Hall.

2. HIRER'S OBLIGATIONS

The Hirer shall not:-

3. Sub-let or use the Premises for any purpose other than that described in their Booking Application
4. Use the premises or allow the Premises to be used for any unlawful purpose or in any unlawful way
5. Do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof
6. Allow the use of drugs on the Premises or allow smoking in the Premises.
7. Allow candles, fireworks or any flammable material to be used in the Hall.

The Hirer is responsible for:-

8. Inspecting the Hall on receipt of the keys and for bringing any problems or issues to the attention of the Hall Committee so that they can be noted or rectified. Any issues not notified at this time will not be considered subsequently.
9. Being familiar with, and complying with the guidelines provided for the use of the Hall
10. Ensuring that the Premises are kept secure for the duration of the hire
11. Supervision of the use of the Premises and the care of its fabric and contents
12. Ensuring that the Premises (including foyer, kitchen, kitchen appliances and toilets as appropriate) are left clean and tidy with rubbish removed from the site at the end of the hire
13. Ensuring that all equipment, chairs and tables have been returned to their storage positions safely, the Premises are cleared of people, all lights switched off, and the building secured
14. Ensuring that any temporary fittings and fixtures comply with Health and Safety guidance, and in particular ensuring that any decorations used are not a fire hazard
15. Ensuring that any equipment or electrical appliances brought onto the Premises and used there shall be certified safe and in good working order, and used in a safe manner
16. Ensuring that they and their attendees recognise the fact that the Premises are situated in a residential neighbourhood and conduct themselves accordingly by, for example, taking care not to slam car doors, especially late at night, and not playing music or making other sounds at inappropriate levels.

17. GOOD HOUSEKEEPING DEPOSIT

A refundable "good housekeeping" deposit of £250 is required at the time of booking.

The Hall must be left in the same clean and tidy condition it was in at the start of the hire period and all furniture must be left in its original position.

In the event of the Hall being left in a dirty or untidy condition, the Hall Committee reserves the right to withhold as much of the Good Housekeeping Deposit as is necessary to rectify matters.

Any damage or breakages to the Hall or its contents must be notified immediately. The hirer is liable for all repair and replacement costs.

18. RUBBISH

All rubbish must be separated into general and recyclable waste. Only general waste may be put in the large metal wheelie bin. Recyclable waste and any glass MUST be removed – there are bottle banks in Dornoch and Tain. Any rubbish that either does not fit into or is not permitted in the wheelie bin must be removed from the premises by the hirer.

19. **OCCUPANCY**

The total number of people occupying the Hall **must not exceed 140 people.**

20. **NO SMOKING POLICY**

Smoking is not permitted inside the Hall. A cigarette bin is provided outside the front door and all discarded cigarette ends must be cleared up by the hirer.

21. **ELECTRICITY AND HEATING**

Reasonable use of electricity and heating are included in the hire cost. The Hall Committee reserves the right to make deductions from the deposit if use has been excessive. Please make sure the heating and lights are switched off at the end of the hire period.

The Hall Committee cannot be held responsible for power cuts. Please note that the Hall does not have a back-up generator.

The use of electrical or other equipment not belonging to the Hall must be agreed with the Hall Manager prior to hire.

22. **FURNITURE AND EQUIPMENT**

No furniture, kitchenware or any other items belonging to the Hall may be removed from the building.

Chairs must be stacked no more than three high for the safety of all Hall users and the stacks left along the walls.

23. **WALLS AND PAINTED SURFACES**

Nothing may be attached to the walls or painted surfaces.

24. **FIRE REGULATIONS**

The Hirer shall ensure:

That the "Emergency Exit" signs are kept illuminated.

That the Fire Brigade is called to any outbreak of fire, however slight, and details given to the Village Hall.

That, prior to the start of an event, the fire exits and Evacuation Meeting Place have been indicated to the persons attending the event.

The Evacuation Meeting Place is at the South side of car park. In the event of a fire no person may re-enter the Hall without the permission of the Fire Brigade.

25. **CAR PARKING**

Vehicles are parked at owner's risk. No parking is allowed in front of the main entrance. This must be kept clear at all times in case of evacuation purposes.

26. **INDEMNITY**

The Hirer shall indemnify and keep indemnified each of the Trustees of the Village Hall and their employees, volunteers, agents and invitees against:

The cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises

All actions, claims, and costs of proceedings arising from any breach of the Hall Conditions
all claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the Premises (including the storage of equipment) by the Hirer

As directed by the Hall Committee, the Hirer shall either make good or pay for any damage (including accidental damage) to the Premises or to the fixtures, fittings or contents and for loss of contents.

27. INSURANCE

The Hirer is responsible for ensuring that any catering company or operator hired to bring equipment such as bouncy castles onto the Premises has relevant and appropriate insurance, which shall include public liability insurance.

Commercial hirers must provide Public Liability insurance (£5,000,000 minimum indemnity).

28. STORED EQUIPMENT

The Hall accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for any loss or damage such items is hereby excluded. All equipment and other property must be removed at the end of each hiring or storage period.

29. CANCELLATION BY HIRER

If the booking is cancelled more than 30 days in advance of the event, the hirer is entitled to a full refund of both the booking fee and the good housekeeping deposit.

If the booking is cancelled 30 days or less in advance of the event the hirer is entitled to the return of the good housekeeping deposit only.

30. ACCEPTANCE

These Terms and Conditions will have been made available to the Hirer at the time of making the booking. By proceeding with the booking the Hirer is deemed to have accepted these terms and conditions in their entirety.