

Hutton Village Hall SCIO

The Hall is available for hire by users for private use or for functions, e.g. meetings, wedding receptions, private parties, funeral teas etc. It is also available for hire by other groups, such as charities, political parties, clubs etc.

All hires are at the discretion of Hutton Village Hall SCIO and they reserve the right to refuse any request for hire.

Important Notes for Hirers

- Leave the hall and outside area clean and tidy (cleaning equipment is available) and return equipment, seating, tables etc. to the store after use unless otherwise agreed.
- Look after the Hall floors. Please refrain from wearing footwear that may damage the floor, i.e. stiletto heels, skates, roller blades, etc. Do not add anything to the floor such as "Slip Stop" etc. and take care when moving tables and chairs, i.e. do not drag items likely to cause damage.
- Report any problems or damage to the hall or equipment to us.
- Please be conscious of energy use in the hall - switch off unnecessary lights etc.
- Ensure the hall is left secure.
- **Please be considerate to our neighbours and keep noise to a minimum outside the building and ensure your guests park responsibly, i.e. not blocking driveways or access roads.**

Standard Conditions of Hire of Hutton Village Hall

(last updated August 2025)

1. Booking

When a booking is accepted by Hutton Village Hall SCIO this forms a hire agreement to which these standard conditions apply.

1. The Hirer

We require the name, address and contact details of one person responsible for hiring the premises (the Hirer). Such individual must be over the age of 18 years and should be present and in charge during the whole period of hire. We will also need to be informed of the purpose of the hire. Please note that the premises must not be used for any other purpose other than that disclosed at the time of the booking.

2. The parts of the premises available to the Hirer

As various areas of the premises are available for hire, the Hirer must ensure that no other areas are used by them or their group, other than those for which the Hire is agreed. Please note that on some occasions, other parts of the premises may be hired to other people at the same time and certain areas may need to be shared, e.g. the foyer and toilets.

3. Period of Hire

Hirers must ensure that the premises are cleared at the appropriate time.
Any additional time will incur additional costs.

NOTE: Our Public Entertainment licence restricts hire times to
8am to 12midnight Sunday to Thursday, and
8am to 1am Friday and Saturdays.

The premises cannot be in use by hirers or their guests outside of these times.

4. Number of people using the premises

The maximum capacity of the premises must not be exceeded.

Meeting room (no more than 20 persons)

Main hall (no more than 100 persons seated or 120 persons standing)

5. Hire Charges

Payment becomes due within two weeks of invoice. In some cases, you may be asked for a deposit when booking.

Note: Permission should be sought from the Booking Secretary if you wish to display any material/decorations in the Hall for your event, so that an appropriate way of attaching same can be discussed. You may also display notices outside the building such as e.g. directions, attached so as not to cause damage to the Hall or its contents. If in doubt, please ask.

2. Heating

The heating for the building will be set up in advance of a booking according to need. You may switch heaters off/on using the heater's main switch, but please do not adjust thermostats.

3. End of Hire

The Hirer is responsible for:

1. Leaving the premises and surrounding area in a clean and tidy condition, with seating, tables and equipment returned to store; otherwise the Management Trust will be at liberty to make an additional charge.
2. Turning off all lights and electrical appliances, including heaters unless otherwise directed by the Management Trust.
3. Leaving the premises locked and secured unless otherwise directed by the Management Trust. The Hirer must ensure that all members of the public have vacated the hall, before locking up.

4. Cancellation

The Hirer may cancel a booking up to 7 days before the event without charge. Thereafter Hutton Village Hall SCIO reserves the right to charge the full cost of hire. Hutton Village Hall SCIO also reserves the right to cancel a hire in the event of:

1. The premises being required for use as a Polling station.
2. The premises becoming unfit for use.
3. An emergency preventing or requiring alternative use of the premises.

In such cases the Hirer will be entitled to a refund of any deposit paid but Hutton Village Hall SCIO shall not be liable for any resulting direct or indirect loss or damages whatsoever.

5. Animals

No animals are allowed inside the premises in areas where food may be present (except guide dogs).

6. Loss and damage

Hutton Village Hall SCIO accepts no responsibility for the loss or damage to any property brought to the Hall or its surrounds. No property may be kept or stored at the hall without written permission of Hutton Village Hall SCIO. Hutton Village Hall SCIO reserves the right to dispose of any property left on the premises without permission and to charge the Hirer any costs that may arise from disposal. The Hirer will be held responsible for any damage to the Hall, its furnishings, fittings, accessories or the surrounds. Any damage to the Hall or equipment must be reported to Hutton Village Hall SCIO. No alterations should be made to the premises or to the fixtures, fittings or decoration without prior written approval from Hutton Village Hall SCIO. The building's walls are painted with emulsion paint so pins, adhesive tape, blu-tak etc. should not be used on them. There are hooks at various points around the hall to attach decorations etc. Please discuss your needs when booking.

7. Insurance

Hutton Village Hall is insured for private hire for non-profit making events of benefit to the local community, but not for commercial events. The insurance does not cover business/profit making hires - this does not mean that we cannot accept commercial hires, but proof of the hirer's insurance must be shown to Hutton Village Hall SCIO on request.

Please note that the Hutton Village Hall SCIO insurance policy **does not** include cover for the use of inflatable bouncing devices e.g. bouncy castles etc., but their use is permitted if the conditions of the addendum to this document can be met. If you require an inflatable bouncing device at your event, please ensure you advise us when making your booking and that you have read and agreed to **both these conditions of hire and the addendum relating to the use of inflatable bouncing devices** in their entirety.

8. Health and Safety

Hutton Village Hall SCIO accepts no responsibility for injury sustained by hirers.

9. Accidents

The Hirer must report all accidents involving injury to the public to Hutton Village Hall SCIO as soon as possible and complete an accident report in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) – the accident report book is kept alongside the First Aid Kit in the Hall kitchen.

10. Electric/gas appliances

No electrical or gas appliances should be brought onto the premises or used without prior permission from Hutton Village Hall SCIO. The Hirer shall ensure that any electrical equipment brought onto the premises with permission is in good working order and is used in a safe manner.

11. Fire

The Hirer acknowledges that they have received instruction on:

1. The action to be taken in event of fire, however slight. This includes calling the Fire Brigade.
2. The location and use of fire extinguishers (see diagram at the end of this document).
3. Fire exits and escape routes and the need to keep them clear (see diagram at the end of this document).
4. In the case of fire, the Hirer will be responsible for checking that all persons have evacuated the Hall, unless his or her life would be put in danger by doing so.

12. Food Safety

The Hirer shall observe all relevant food health and hygiene legislation and regulations. The Hirer is expected to familiarise themselves with the food preparation facilities available and to ensure that they are adequate for the purpose intended. The Hirer will be required to remove all reasonable waste. Hutton Village Hall SCIO accepts no responsibility for food made and served or food brought to the Hall and consumed in the Hall.

13. Children and Vulnerable Adults

Please note that it is the Hirer's responsibility that any activities for children and vulnerable adults comply with the provisions of the Protection of Vulnerable Groups (Scotland) Act 2007. The Hirer shall provide Hutton Village Hall SCIO with a copy of their Child and Adult Protection Policy on request.

Please note that hirers may be asked to sign a disclaimer prior to rental.

14. Licenses and regulations - Alcohol

Alcohol cannot be sold on the premises unless the necessary licenses are in place. It can be sold on the premises by a provider/caterer using their own licence.

15. Performing Rights

Hutton Village Hall SCIO does hold performing rights and performance licences which cover the hirer where the hire is not for commercial gain. Hirers should ensure that they have the appropriate copyright licences for film. If film/videos are shown the Hirer must ensure that age-restriction classifications are observed.

16. General Information

Parking is available (on and off road), including disabled spaces in front of the Hall entrance. There is disabled access and modern toilet facilities.

Main Hall dimensions: 13.2m x 8.1m (43' x 26'6")

The main hall has sprung wood floor and a separate raised stage area.

A public address/music system can be made available for hire (at an additional cost) with the ability to play digital music from mp3 player or mobile phone, as well as CDs.

The separate, raised small stage area, (not included in the hall measurements above) is 3.7m x 2.6m (12'2" x 8'6"). The stage area can be curtained off and has separate access from both sides.

There are twenty large tables (seating 8 persons) available for use.

There are 120 chairs.

The final page of this document shows the site of the fire exits, emergency lighting, fire extinguishers/blanket and smoke alarm.

17. GDPR compliance

Please note that Hutton Village Hall SCIO uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall secretary (email: huttonvillagehall@gmail.com)

Siting of fire extinguishers, fire blanket, fire exits and emergency lighting shown below.

