



THREE VILLAGES HALL

Room Hire Rates From 1st January 2017

Rate per hour	Business Rate	Intermediate Rate	Local Rate
Main Hall	£40	£20	£10
Meeting Room 1&2	£25	£15	£10
Or Meeting Room 1	£15	£7.50	£5
Or Meeting Room 2	£15	£7.50	£5
Class Room	£15	£7.50	£5

We use our business rate to subsidise local use of the hall.

Business Rate: normal public and private sector use, professional charities.

Intermediate Rate: non-commercial use by groups not based in the Development Trust area.

Local Rate: clubs and events based in Development Trust area or primarily benefiting local residents.

Minimum period: half an hour. *Charge covers entire time room is occupied.* E&OE.

Equipment Hire

Use of front rooms as cinema **incurs an additional £2.50/hr. charge.**

Use of computers, projectors *etc.* normally included in booking but **must be arranged in advance.**

Catering for Meetings

Soup and Sandwich Buffet Lunch: £5.50 per person.

Tea and Coffee £1/per person per round. All day £2 per person.

Biscuits: 50p per person.

We can cater for special dietary requirements but must be notified in advance. We always include vegetarian sandwiches and our soups are generally made with a vegetable stock.

Function Rates

Full Weekend Venue Hire	e.g. Wedding Receptions	Exclusive use of Venue from Friday afternoon to Sunday morning. Staff support and bar if required.	£800 (£100 deposit)
Weekend Evening Hall Hire	e.g. Parties	Use of Main Hall and kitchen only, Saturday afternoon and evening, access Sunday to tidy.	LOCAL RATE: £100 NON-LOCAL RATE: £200

Conditions of Hire

In addition to our *normal terms and conditions*, please note the following:—

CURFEW: due to the position of the hall in a residential area we cannot allow functions to continue past midnight due to noise.

PENALTIES: you will be charged if the following occurs:

- excessive mess requiring additional cleaning: £50
- damage to hall property: £50
- damage to hall fittings: £100
- Over-running booking: appropriate hall hourly rate per hour will be added.

Weekend Evening Hall Hire will not normally use the front rooms, additional charge of £50 for doing so.

Catering for Functions

The Hall doesn't provide catering for functions, but external caterers are welcome to use our kitchen.

General Terms and Conditions

Please familiarise yourself and the members of your group with the Fire Regulations and Precautions in the building. Notices detailing fire action and evacuation procedures are displayed in all rooms.

When making your booking please make sure you allow yourself enough time for preparation and clearing up so that sessions do not overrun.

Clubs and Groups: please leave the premises as you would wish to find them by clearing away equipment and disposing of litter.

Only alcohol purchased on the premises may be consumed in the building except by prior arrangement.

To protect and preserve the floor in the main hall only indoor soft soled, non-marking shoes should be worn for playing sports.

Specific Terms and Conditions

1. The lessees shall be held responsible for the maintenance of good order within the premises. For functions, the lessee will provide the number of stewards required by the Management.
2. The Directors of the Arrochar and Tarbet Community Development Trust (referred to hereafter as ATCDT) or their representatives shall not, under any circumstances, be responsible for the loss or damage to goods, property or personal effects on the premises. It is recommended that each group using the premises make their own arrangements for the safekeeping of valuables.
3. Lessees will be held responsible for any damage to the property or fittings. The introduction of any additional structure, electrical equipment, decorations or poster by the lessees, shall be subject to the approval of the Management.
4. No claim for damages shall lie against the ATCDT or its representatives for the failure of the lessees to obtain occupancy to the premises arising from any cause not under the control of ATCDT.
5. The ATCDT reserve the right to refuse or cancel the let. (In such cases, the lessee will be given notice of cancellation as early as possible). Sub-letting is strictly forbidden.
6. Nothing shall be done or brought within the premises, which in the opinion of the Management, involves extra risk to the property or public safety.
7. Booking must be in writing on the prescribed form. Cancellations must also be in writing.
8. The Management is empowered to close the doors against further admission when considered necessary for the maintenance of order and for safety or for any other reason. The person in charge may also terminate a let for the same reasons.
9. The ATCDT or their representatives will determine a maximum number of people allowed at any function. The number of people permitted being subject to safety and fire regulations in force at the time.
10. In accordance with the law, no smoking is permitted anywhere on the premises.
11. Where children or vulnerable people are involved the lessee must have a current Child Protection Policy and appropriate insurance in place. It is imperative that there are an adequate number of adults in attendance to supervise children effectively following guidelines laid down by the Care Commission.