

## Application Form for Let/Hire

### PLEASE NOTE:

- (1) All booking application applications should be returned and upon receipt of the application the Let is then considered by the Board where it is approved or declined.
- (2) Booking Acceptance will be sent if approved and the Remittance Slip & Outstanding Fees should be returned to: **The Green Hall (Smithton) Ltd, Green Hall, Sinclair Terrace, Smithton, Inverness** no later than **7 working days** before the Proposed Let\* (Exceptions to this may apply at the Boards discretion)
- (3) All Bookings and Lets are subject to the Standard Terms and Conditions plus any Special Conditions where applicable including the Schedule of Fees. (T&C overleaf)
- (4) It is The Green Hall (Smithton) Ltd policy not to permit events with a sponsor in the Tobacco Industry
- (5) No Smoking is permitted in the facilities.
- (6) Supporting Documents are to be submitted with the application if available & applicable (First Aid, Activity Qualifications, Public Liability Insurance Cert. PVG Disclosure)

## Lessee Details and Let Information

1 Name or Organisation/Club/Group \_\_\_\_\_  
2 Address of Lessee \_\_\_\_\_  
\_\_\_\_\_

3 Telephone Nos. (Both must be completed) Home \_\_\_\_\_ Mobile \_\_\_\_\_  
5 Approximate number of persons who will attend Adults \_\_\_\_\_ Youths \_\_\_\_\_  
6 Does your Organisation/Club charge attendees YES / NO  
7 Is any individual receiving income from the above charge YES / NO  
8 Type of Event / Purpose for which Let is Required including details of activities planned:

9 Equipment being used or hired: \_\_\_\_\_  
10 Date Required: (Day/Month/Year) \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_  
11 Please note: *Time for setting up before and cleaning after the event must be included*

Is this for a Regular Booking i.e. Weekly/Monthly  
YES / NO  
Details of Regular Booking  
(i.e. Every week/fortnight on specified day/date)  
\_\_\_\_\_

TIME START: \_\_\_\_\_ TIME END: \_\_\_\_\_

## Alcohol at the Event

8 Is Alcohol to be present and consumed at the event: YES / NO  
9 Available by means of: Bring your own Bottle / Provided Free by Lessee or Organisers / For Sale at Bar / Other \_\_\_\_\_  
10 Occasional drinks license applied for (If yes please submit a copy with this application) YES / NO  
11 Security/Stewarding will be provided according to the Occasional License Conditions or SCCC conditions YES / NO

## Music at the Event

10 Is Music to be used during your Let YES / NO  
Is this by: DJ / Live Band / Other (Please State) \_\_\_\_\_  
Do the Performer(s) have the appropriate Music License's if required (PRS & PPL) YES / NO  
Please give details for the performers:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

## Policy / Legal

11 Have you/your group adopted/implemented the The Green Hall (Smithton) Ltd Child Protection Policy. If NO do you have an alternative policy in place? (Please supply a copy) YES / NO  
12 The The Green Hall (Smithton) Ltd strongly recommends that for the protection of Individuals and Groups and Organisations hiring its facilities, they have Public Liability Insurance to cover injury and property damage to third parties as a result of their negligence. Do you have such a policy? If Yes Please supply a copy at the time of application (and annually for regular users). YES / NO

On behalf of the above Individual / Organisation / Group I hereby apply for the let of the specified accommodation at the times and on the terms specified overleaf and I bind myself (and the organization) to comply at all times with the Conditions of Let shown overleaf. It is understood that this is an application to let and the booking will be confirmed following consideration of this application. The let may be terminated and booking cancelled if there is any breach of these conditions or if any information is inaccurate or at the discretion of the The Green Hall (Smithton) Ltd without reason.

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

## Hire Information & Conditions of Let

- 1 The lessees will be responsible during the course of the let for the proper conduct of the Let and shall be liable for and shall indemnify the The Green Hall (Smithton) Ltd in respect of (a) any damage caused on the premises and or to the furnishings, fittings, equipment and others contained in, or in part of, the premises arising from, or during the course of the Let and the cost of repairing such damage, and (b) any damage to the property or any person or injury caused to any person arising from, or during the course of the Let.
- 2 A representative of The Green Hall (Smithton) Ltd will open the facility for the Let and will remain at the premises until the named lessee arrives or another "responsible person" in respect of the Let arrives. A waiting time of 15 minutes will be allocated after the start time of the Let and if non-arrival of the lessee arrives or another "responsible person" occurs the premises will be secured and our representative will leave. This situation will be regarded as cancellation by the Lessee per 13.
- 3 Any damage to the premises, fittings or equipment therein found prior to the commencement of the let must be reported to the Hall Co-Ordinator before the commencement of the Let. (Tel 07977852083)
- 4 The Green Hall (Smithton) Ltd Directors will not be liable for any damage to, or loss of property brought to, or left in the premises or any injury to any person arising out of the Let.
- 5 The lessee will use the premises solely for the purpose(s) stated in the Let and will ensure that the premises are left in a clean, neat and tidy condition. If, as a consequence of the use of the premises, cleaning is required, this will be carried out by the Directors of The Green Hall (Smithton) Ltd and the lessee will meet the cost thereof.
- 6 The lessee will name themselves or another individual who will be the "responsible person" in respect of the Let.
- 7 When a let of the premises is authorised which includes the use of specialist sports equipment, the lessees will be responsible for any activities carried out in the premises and will ensure that there is in attendance throughout the duration of the Let a person with appropriate experience and qualifications as set out in the guidelines for the use of sports and recreational complexes. All activities performed or undertaken for the purposes of the Let will have been risk assessed and the assessment provided to The Green Hall (Smithton) Ltd by the lessee for review. Further information about the activities may be requested in order for additional or in independent risk assessment to be conducted prior to the Let being confirmed. If the lessee wishes to use the equipment, which is the property of The Green Hall (Smithton) Ltd, they should ask for this in the application of the Let.
- 8 The lessees are responsible for ensuring compliance with any emergency regulation or any other regulations in force for the time being. The lessees will familiarise themselves with the fire regulations relating to the premises in order that they will be able to take appropriate action in the event of a fire occurring during the course of the Let. All exits from the premises must be kept clear of obstruction.
- 9 If permission is given by The Green Hall (Smithton) Ltd for there to be alcohol at a social function, the lessees will ensure that (i) they have obtained and have in force the necessary permissions by the licensing authority, (ii) no breach the conditions, or the addition of conditions specified by any other bodies or The Green Hall (Smithton) Ltd (iii) sufficient and suitable stewards are appointed to ensure proper control of the event. CCTV will be operated within the premises during such events
- 10 If required by The Green Hall (Smithton) Ltd, the lessees shall wear footwear which is considered The Green Hall (Smithton) Ltd to be appropriate.
- 11 Authorised officials of The Green Hall (Smithton) Ltd shall be entitled, in the course of their duty, to have free access at all times to the premises Let without question.
- 12 There is reserved to The Green Hall (Smithton) Ltd, at any time and without reason given, the right to cancel any let in respect of any occasion or to terminate the Let. The Green Hall (Smithton) Ltd shall refund any charges paid and or any charges due by reason of such cancellation or termination.
- 13 Unless the appropriate notice of 7 Working Days is given cancellation fees are applicable.
- 14 The lessees shall ensure that the number of persons admitted to the premises does not exceed the number for which the premises are leased and or Venue Capacity.
- 15 The Directors will stipulate if the premises are suitable for any particular use. The lessees shall provide the necessary stewards and attendants where necessary during the let to ensure that effective control is provided in all areas during the Let and that proper control of the event is maintained.
- 16 For the avoidance of doubt the following definitions shall apply to these conditions:
  - **"Individual/Organisation/Group/Club"** means the Individual/Organisation/Group/Club granted the Let.
  - **"Let"** means where a charge is made for the use of the premises, a lease in respect of each occasion on which the premises may be used.
  - **"Lessees"** mean:
    - (a) The conditions "Individual/Organisation/Group/Club" and
    - (b) The authorised office bearer who applied for the Let, and
    - (c) The responsible person.

(All bound jointly and severally. This means that the Individuals, authorised office bearer and the responsible person are personally bound to ensure compliance with these conditions and may be held responsible for any claim arising from the Let.)

**"The premises"** means the premises of let.
- 17 In the case of a let being transferred, the lessee's payment receipt must be endorsed by the Directors of The Green Hall (Smithton) Ltd, before a replacement booking is confirmed.
- 18 If music is to be part of the let then the lessee must pay the appropriate fees, namely 30% If music is used and 5% of takings for concerts/ceilidhs etc.
- 19 All lets to be paid in advance by Cash, Bank Transfer or Cheque. Cheques should be made payable to 'The Green Hall (Smithton) Ltd'
- 20 CCTV recording equipment is installed on the premises for the purpose of detection of crime and also to provide additional security for the building and for the safety of our visitors. Special arrangements are in place for the operation of internal cameras which are only operational when deemed necessary by the Directors of The Green Hall (Smithton) Ltd – The Green Hall (Smithton) Ltd is registered with the ICO for the use of CCTV.
- 21 The lessee shall ensure that all statutory requirements are met and accept any extra or special conditions regarding the Let.
- 22 All enquiries with regards to the Terms & Conditions or Bookings must be made directly to the appointed Director of the Board.