



Nigg Community Hall

Registered Charity Number: SC054021

Nigg Community Hall Booking Terms and Conditions

It is important to us that people are able to use the space safely and according to our insurance and safeguarding policies and procedures. Individuals and groups are able to request copies of these or can access them on our website at www.niggcommunityhall.org.uk

- 1) The maximum capacity for any single event is:
 - a) Main Hall is 252 standing or 126 seated.
 - b) Small hall is 70 standing or 35 seated.
- 2) All rooms in the hall should be left as they were found and be ready for the next hire.
- 3) If following a hire there is any damage or additional cleaning required the cost of repairs or cleaning will be payable by the Hirer.
- 4) The Hirer is required to carry out a basic risk assessment prior to an event to ensure the safety of those attending.
- 5) The Hirer is responsible for fire safety during an event and should make themselves aware of the placement of fire extinguishers and fire exits and be prepared with an emergency exit strategy in the case of emergency. If an incident does occur details should be recorded in the 'Incident Register' as soon as possible
- 6) People hiring the hall will be liable for any personal injury claims, damage to property during their hire.
- 7) If an incident occurs causing injury during an event the details should be entered in the 'Incident Register' as soon as possible.
- 8) If any equipment or materials are used from the First Aid Kit you should fill in the incident report book and let the Nigg Community Hall committee know what materials need replacing after your event.
- 9) Alcohol must not be supplied to any person aged under 18.
- 10) The Nigg Community Hall is a smoke free zone – people hiring the hall are advised to provide an outside smoking area if it is likely that their party will require one. This should be at least 4 metres from a Hall entrance.
- 11) If the person/group hiring the hall is providing food at their event they should be aware of food hygiene law and we encourage them to provide food prepared by a person with a food hygiene certificate, or to make clear that the food provided is home baked. Home baked food cannot be sold from the premises.
- 12) You have carried out a Risk Assessment.

Terms and Conditions have been read and accepted

Name	Signature	Date



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Risk Assessment Guideline

Name of person/group hiring hall			
Contact details in case of emergency			
Event description			
Areas of hall required for this booking:	Main Hall	Small Hall	Kitchen
Estimated numbers of attendees (See T's&C's for maximum numbers)			

It is up to you to develop a Risk Assessment for your event. It is Suggested that the following items should be covered:

- **Actions in case of fire**
 - **Nominated Coordinator – Responsible for completing Incident Register**
 - **Location of Emergency Exits**
 - **Location of Assembly Point**
 - **Location and use of fire fighting equipment**
- **Actions in case of personal injury**
 - **Nominated First Aider – Responsible for completing Incident Register**
 - **Location and use of First Aid Kit**
- **Child Supervision**
 - **Nominated Supervisors – If you are hosting an event for children/young adults the following are the suggested ratios**
 - **Under 5 years old – 1 adult per 3 children**
 - **5 to 11 years old – 1 adult per 6 children**
 - **11 to 16 years old – 1 adult per 8 children**
 - **Over 16's – 1 adult per 12 (with at least 2 adults)**
- **If you are providing catering**
 - **Food hygiene provisions.**