

Events at Harry Younger Hall **Conditions of Use**

1. **A deposit for each day of the hire, will be required at the time of application in order to secure a booking. This will be debited from the total fee invoiced after the event, subject to there being no consequential costs incurred during the let.**
2. **In exceptional circumstances, the Canongate Kirk may cancel the hire of the Harry Younger Hall at short notice. In such unlikely circumstances, all deposit and hire charges paid will be refunded in full.**
3. **The Hirer of the Harry Younger Hall may cancel a booking, providing one calendar months notice is given in writing. In such cases all monies paid will be refunded. If less than this period of notice is given refunds will only be given in special circumstances and at the discretion of the Canongate Kirk.**
4. The Hirer must be at least 18 years of age.
5. The Hirer must not transfer the use of the premises to any Third Party.
6. The Hirer is responsible for providing insurance cover for themselves, their users, and their equipment and any other property they bring into the premises. They should have their own Public Liability Insurance Cover (for use of the building) and Professional Indemnity Insurance (for specific activities). The Kirk is not responsible for any loss, damage or claim by any users associated with the let, including claims against the premises.
7. The Hirer by signing this document is confirming that they have read and understood the Kirk's Policies in relation to Health and Safety and Fire Safety and is aware of how to call if necessary the Fire and Rescue Service.
8. In the context of the purpose of the hire, the hirer carries full responsibility for compliance with any temporary or permanent Scottish Government guidance relating to indoor gatherings.
9. The Hirer is responsible for making sure the premises and their contents are treated with care and safety and must pay for all damage to the property, the facilities, fixtures and (including accidental damage) fittings or for loss of contents.
10. For any hire during which children and young people are included, the Hirer must confirm that they understand their responsibilities in relation to the regulations of the Protection of Children (Scotland) Act 2003.
11. The Hirer is responsible for ensuring that no smoking is permitted on the premises and that alcohol is not sold unless approved by Canongate Kirk Minister and the relevant Licence has been obtained by the Hirer.
12. Except by special arrangement, all activities on the premises must end by 10.30 pm and the premises completely vacated by 11pm,
13. All areas of the premises should be swept at the end of the hire and all rubbish gathered and taken away by the Hirer.
14. Noise must be kept at a reasonable level at all times so as not to inconvenience neighbours, especially outside and when leaving the premises.

15. There are daytime parking restrictions around the premises 7 days a week, although there is adequate metered parking provision in the surrounding area. Outside parking restriction periods there is minimal scope for vehicle parking and car owners are asked to respect the rights and convenience of our resident neighbours.
16. No alterations or modifications to electrical, water and other hall equipment and installations are to be made by Hirers.
17. The furniture and equipment used during the hire, must be returned to their original place and left clean and tidy at the end of the hire.
18. The Hirer should ensure that all lights are switched off before leaving, other than the kitchen lights which are on an automatic timer. Heating will be programmed to switch off automatically.
19. No nails, tacks, screws etc. shall be driven into any walls, floors, fittings or structure, nor shall adhesive substances be attached to them. No ball games allowed.
20. Unless specifically authorised by the Canongate Kirk, the hatch leading to the basement should not be opened under any circumstances.
21. The Hirer must be present at all times during hire of the Harry Younger Hall. There is no public telephone so the Hirer must ensure the presence of at least one mobile phone in case of an emergency.
22. If the Hirer wishes to serve refreshments on the premises then permission must be sought from the Canongate Kirk.
23. Working at heights and the use of ladders in the building is forbidden without the written permission of the Minister or Kirk Secretary.

Directions for the Use of the Kitchen:

- The kitchen can only be used with the permission of the Canongate Kirk as authorised below.
 - The Hirer is responsible for ensuring that anyone using the kitchen complies with the following:
 - ensures all food contact surfaces undergo a two stage cleaning process
 - stores all cleaning equipment, aprons, chopping boards and knives in the “raw” area
 - uses a cooking temperature monitor and records cooking temperatures
 - is aware of what allergies are contained in any food being provided
 - ensures only those involved in the preparation of the food enter the kitchen
 - The Hirer should ensure that the kitchen is cleaned at the end of the hire and that all litter and leftover foodstuffs is taken away.
 - The Hirer should provide their own dishtowels and remove them at the end of the hire.
 - The dishwasher should only be used if the Hirer has been familiarised with its operations, follows the instructions appertaining to the equipment and is left clean at the end of the hire.
- a) Permission has been sought and granted to use of the kitchen. Yes / No
 - b) Permission has been granted and Licence has been provided to sell alcohol. Yes / No