



KIRKWALL EAST CHURCH CHURCH OF SCOTLAND



KING STREET HALLS – CONDITIONS OF HIRE

1. MANAGEMENT POLICY

- 1.1 Access to all rooms is through the Front Entrance. When the Hub is in use the Garden Room can be accessed by the Rear Door.
- 1.2 At the start of your hire please advise the Caretaker if any breakages or damage found. Breakages and damage occurring during your hire must be notified to the Caretaker and a charge may be made.
- 1.3 Rooms and kitchen have to be left in a clean and reusable condition. No pins or sellotape etc can be used which will damage the walls.
- 1.4 There is a **No Smoking Policy** within the King Street Halls. Receptacles for cigarette ends are provided outside the Front and Rear Entrances.
- 1.5 **It is strictly prohibited to sell alcohol on the premises.** During appropriate celebrations, Hirers may provide guests with alcohol so long as no charge is made.
- 1.6 Guide dogs are welcome on the premises. Use of the Halls by other animals requires permission.
- 1.7 The Hirer is solely and exclusively responsible for all claims for loss, injury and damage by persons connected with the Hirer's use of the premises. It is the Hirer's responsibility to provide appropriate insurance cover. No warranty is given as to the fitness of the premises, furnishings and equipment.
- 1.8 The Hall Management Committee reserves the right to refuse any booking which it considers unsuitable.
- 1.9 **The Hirer must sign the Booking Form acknowledging the Conditions of Hire.**

2. SAFETY

- 2.1 All Hirers of the rooms are required to comply with the Health, Safety and Evacuation Procedures. These are exhibited on the Notice Board in the Front Entrance Foyer.
- 2.2 First Aid Boxes can be found in the Kitchen and the upper vestibule.
- 2.3 An Emergency Telephone can be found in the Front Entrance Foyer. To access this, break the seal on the box.

3. CHILDREN

- 3.1 Hirers must make themselves familiar with the Church of Scotland Policy for the Protection of Children and Young People as shown overleaf.
- 3.2 Parents and guardians are responsible for the safety of their children whilst on the premises.
- 3.3 In respect of organised children's events the Hirer shall ensure there is a minimum of two responsible adults present at all times. The Hirer is further advised that the number of adults present should take due account of the number of children attending the event.

4. PAYMENT AND CANCELLATION

- 4.1 Payment is due on or before your use of the Rooms.
- 4.2 The Hire Charge for a room includes the cost of electricity and heating.
- 4.3 The Hirer is requested to give 48 hours notice to Voluntary Action Orkney, (Tel:872897) of any booking cancellation. However, from 5 pm Friday to 9 am Monday any cancellations should be made through the caretaker (Tel:871751).

***We are an Eco-Congregation caring for creation and the world's resources.
Please help us do this by switching off the lights and closing the doors when you leave.
We trust you enjoy your use of the facilities and hope to see you again.
If you have any problems please let us know.***