

# RAASAY COMMUNITY HALL      BOOKING FORM

<b>Hirer details</b>				Booking No (office use):				
<b>Description of Event:</b>								
<b>Event organiser (the hirer):</b>				<b>Invoice to: (if different)</b>				
Name				Name				
Address				Addresses				
Phone				Phone				
Email				Email				
I have read and accept the conditions of hire				Signature of hirer				
<b>Hirer Category</b>		Resident		Commercial/non-resident				
				Individual	Commercial	Group	Charity	
						Government	School	
							Other	
<b>tick box</b>								
<b>Period of Hire</b>								
<b>Single hire</b>				<b>Block booking &gt; 5 sessions (local users only)</b>				
From	Date:		To	Date:		From	Date:	
	Time:			Time:		On	(day)	
						From	Time:	To
							Time:	
<b>Venue, Services and Equipment</b>								
<b>Tick what is required:</b>			<b>Rate (see attached sheet)</b>			<b>£ cost for this use</b>		
Whole building								
Main hall								
Upstairs meeting room and lobby								
Kitchen use (<15 people)			(included)					
Kitchen use (catering > 15 people)			(included)					
<b>Equipment available:</b>			<b>Tick what you want to use</b>					
Stage (no charge)								
Stage lights								
PA system								
Projector (restricted use/deposit applies)								
Display board (no charge)								
Cleaning of premises – if agreed (normally to be done by hirer)								
			<b>Number required</b>					
Tables (no charge)								
Chairs (no charge)								
						<b>Total £:</b>		
License for alcohol /performance (Y/N)				License holder name and reference no:				
If children/vulnerable adults are involved (Y/N)				Details of protection measures submitted?				
<b>Commercial hirers must have own insurance:</b>				<b>Name of insurance holder:</b>				

RCA reserves the right to refuse any request for use.

## RAASAY HALL - STANDARD CONDITIONS OF HIRE

**Please make sure you read and comply with these conditions. Many are insurance requirements with potentially serious consequences if ignored. If you have any query over them, please discuss with us.**

### INSURANCE

The insurance held by the RCA covering the hall is only applicable to use by not-for-profit groups. Commercial users of the premises will be required to show evidence of insurance.

### BOOKING FORM

You must provide us with:

- the name of the person hiring the premises (the hirer) who **must be over the age of 18 years old and must be present and in charge during the whole period of hire.**
- Details of the parts of the premises you want to use. No other areas should be used by the hirer. The upstairs facilities and the main hall may be hired separately at the same time to different hirers if this does not restrict use by either party. In such cases use of the kitchen may need to be shared.
- the purpose of hire (description of the event). The premises must not be used for any other purpose.
- The number of people expected – the maximum capacity must not be exceeded. Please discuss with us if your event is for more than 100 people.

### END OF HIRE, LOSS AND DAMAGE (IF ANY)

The hirer must:

- Leave the premises and surrounding area in a clean and tidy condition, with seating, tables and equipment returned to store, and all equipment and supplies belonging to the hirer removed. **Failure to observe this condition may result in a cleaning charge being applied.**
- Remove all rubbish (use recycling bins where appropriate)
- Turn off all lights and electrical appliances.
- Check the building is empty and then leave the premises properly locked and secured.
- Let us know IMMEDIATELY of any damage to the hall, its furnishings, fittings, equipment, accessories or the surrounds. Normally the hirer is responsible for the cost of any such damage.

### USE OF THE BUILDING

- No property may be kept or stored at the hall without written permission of RCA. RCA accepts no responsibility for the loss or damage to any property brought to the hall or its surrounds.
- **No alterations** should be made to the premises or to the fixtures, fittings or decoration without prior written approval from the RCA. Blotak, pins, adhesive tape must not be used on the walls.
- **No animals are allowed inside the premises except registered guide dogs.**
- Do not adjust the heating controls without permission
- only use the audio PA/stage lighting if you have been shown how to use them and are competent to do so.
- look after the hall floor – remove high heels and wear soft-soled shoes for games
- be conscious of energy use in the hall - switch off unnecessary lights.

### ELECTRIC/ GAS APPLIANCES

**No electrical or gas appliances may be brought onto the premises or used without prior permission from the RCA.** The hirer shall ensure that any electrical equipment brought onto the premises with permission is in good working order and is used in a safe manner.

### CANCELLATION

The hirer may cancel a booking up to 7 days before the event without charge. After that, RCA reserves the right to charge the full cost of hire.

RCA reserves the right to cancel a hire by written notice in the event of:

- The premises being required for use as a Polling station.

- The premises becoming unfit for use.
- An emergency preventing or requiring alternative use of the premises.

In such cases the hirer will be entitled to a refund of any deposit paid but the RCA shall not be liable for any resulting direct or indirect loss or damages whatsoever.

## **FIRE**

The hirer acknowledges that they have received instruction on

- The action to be taken in event of fire, however slight. This includes calling the Fire Brigade.
- The location and use of fire extinguishers and fire doors. Fire doors must not be wedged open.
- Fire exits and escape routes and the need to keep them clear
- In the case of fire, the hirer will be responsible for checking that all persons have evacuated the hall, unless his or her life would be put in danger by doing so.

## **ACCIDENTS, HEALTH AND SAFETY**

The hirer must report all accidents involving injury to the public to the RCA as soon as possible and complete an accident report in accordance with the reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR)

RCA accepts no responsibility for injury sustained by hirers.

## **CHILDREN AND VULNERABLE ADULTS**

RCA has a policy for the protection of children (those under 18 years old) and for vulnerable adults.

RCA subscribes to the principles of child protection promoted by the Highland Child Protection Committee<sup>i</sup> and takes account of guidance issued by that committee. RCA requires the co-operation of all users of the premises in taking measures for the appropriate protection of any child involved in activities on the premises, and shall also be mindful of the needs of any such child.

RCA **may require** groups hiring the premises for activities involving children or vulnerable adults **to provide details** of the measures they have in place to protect them.

[http://www.protectinghighlandschildren.org/htm/documents\\_publications.php](http://www.protectinghighlandschildren.org/htm/documents_publications.php)

**If your event involves food preparation, the sale of alcohol, or a stage, cinema, video or music performance, you must read and accept the following additional conditions (please ask for separate sheet).**

## **SPECIFIC LEGAL REQUIREMENTS.**

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### **FOOD SAFETY**

The hirer shall observe all relevant food health and hygiene legislation and regulations.

The hirer is expected to familiarise themselves with the food preparation facilities available and to ensure that they are adequate for the purpose intended.

The hirer will be required to remove all reasonable waste promptly.

RCA accepts no responsibility for food made and served or food brought to the hall and consumed in the hall.

### **ALCOHOL**

Alcohol can only be sold on the premises if a license has been obtained for the event. The hirer is responsible for applying for a license and must meet all conditions of that license including the provision of stewards where necessary.

Where alcohol is sold on the premises the hirer is required to provide a copy of the license.

### **PERFORMING RIGHTS**

The hirer must comply with all the Performing Rights Society regulations and supply any relevant information to the RCA

The hirer will obtain any necessary licenses from the Phonographic Performances Ltd in respect of use of sound recordings.

Where films are shown the hirer must ensure that age-restrictions classifications are observed.

### **WEDDINGS**

We welcome enquiries for holding weddings in the hall, which is an Approved Venue for Civil Marriage and Civil Partnership by Highland Council. Please contact RCA as early as possible and be sure to allow sufficient time for setting up and clearing up the venue. This will normally be a minimum of 3 days.

**Raasay Community Hall HIRE RATES**

Room	Residents		Non residents Commercial	Notes
	Standard	Block booking (>5 sessions)		
Whole building	£140/day		£250	Includes use of kitchen and changing rooms and RCA-owned games equipment. (maximum 180 people)
Main hall (groups)  Cost allows up to 30 minutes extra for setting out/clearing up.	£10/hr max £100/day	£8/hr	£20/hr max £200/day	Includes use of changing rooms and RCA-owned games equipment and (possibly shared) use of the kitchen
Hall/meeting room individual use (maximum 4 people or 1 family)	£5/hr		£10/hr	e.g. for individual/ family use for games (Includes use of changing rooms and RCA-owned games equipment)
Upstairs meeting room and lobby	£10/hr max £40/day	£8/hr	£20/hr Max £80/day	Includes (possibly shared) use of kitchen (Max 20 people)
Projector /video equipment	£5/hr max £20/day		£5/hr max £20/day	
audio equipment (PA)	£5/hire		£5/hire	
Stage lighting	£5/hire		£5/hire	
Fund-raising event for UK charity (including Raasay school)	£30 per event	N/A	N/A	Between 9.30 am to 5 pm plus <b>maximum</b> 2 hours setting up the previous evening – provided no previous booking

Note:

- Local people are those who are **permanently resident** on the Isle of Raasay
- Resident commercial companies should use non-resident commercial rates
- All users agree to the **standard conditions of hire** (above).
- No charge is made for chairs, tables, or staging

<b>Hirer details</b>		<i>Booking No (office use):</i>							
<b>Description of Event:</b>									
<b>Event organiser:</b>									
Name									
Address									
Phone									
Email									
<b>Monitoring information (Please help us to monitor use to satisfy our funders)</b>									
People using the hall (estimate)	Children <16yrs	Youth < 25yrs	Adult < 60yrs	Adult >60					
Actual numbers									
Tickets Sold									
No. of people attending training									
Nature of activity	Sports/health	Play	Arts	Social	Governance (meetings)	Training	Consultation	Service provision	Other
tick boxü									
<b>Evaluation (Please help us to evaluate use and improve management of the hall by giving us your comments)</b>									
Was your event successful?									
Who benefited and in what way?									
Was the hall clean and ready for use?									
Was the equipment required available and working?									
Any problems/ accidents?									
How could the hall resources or management be improved to better suit your needs?									
Do you expect to use the hall again – if not why not?									
Can we contact you again for further information if required?									
Please attach your group's own evaluation form if available									

## Raasay Community Hall    INFORMATION ON VENUE AND EQUIPMENT

### Parking

for 18 vehicles

### Dimensions

Main Hall 18m x 9.3m

Upstairs lobby 6m x 5m with viewing window

Upstairs meeting room 4.5m x 4m

Downstairs toilets and showers

Upstairs toilets

Both floors accessible by wheelchair from parking – no internal lift.



### Capacity

**120 people (seated); 180 (standing). These numbers must not be exceeded.**

### Chairs

90 stackable chairs

10 side chairs

5 comfy chairs

### Tables

1 round plywood table

4 rectangular plywood tables

4 rectangular plywood tables

### Stage

The stage comprises 6 units of Speedi-Stage 250cm x 125cm (x 40cm high) = 18.75m<sup>2</sup>. The units can be folded up and wheeled around.

### Stage lights

These run from a 32A 240 volt single phase Ceeform plug.

4 x Selecon Acclaim Fresnel Luminaire c/w 500/650W Lamp, Safety Bond, 15A Plug, Barndoor

2 x Selecon Acclaim Zoomspot Profile Luminaire c/w 500/650W Lamp, Safety Bond, 15A Plug

2 x Selecon Hui Floodlight Luminaire c/w 500W Lamp, Safety Bond, 15A Plug

Zero88 Betapack 3 6 x 10A Dimmer Rack, 2 x 15A Socket per Dimmer Outlet

Stand - Manual Telescopic 'push-up', Max. Height 3.5m, Max. Load 25kg with 4-Lantern T-Bar

Zero88 Juggler 12/24 Lighting Control Desk

4 x 10m 15A Cable, 4 x 20m 15A Cable, 20m XLR5 DMX Control Cable, 0.5m DMX Link Cable, Red blue Green Gels

### Sound System

1 x Phonic PowerPod 1860 Mixer/Amp

2 x Wharefdale Titan 12 Loudspeakers

2 x Sennheiser Speaker Stands

2 x Shure SM58/LC Microphones

2 x Boom Stands

2 x 10m XLR Cables

2 x Speakon Cables

### Video projection system (deposit & restrictions on hire apply)

1 x Sanyo PLCXT20 LCD Projector

1 x Sanyo Semi Long Throw Zoom Lens

1 x Sanyo Spare Lamp (replacements £300!)

1 x Unicol Projector Trolley

1 x Samsung DVDV6700 DVD/VHS Player

Blinds on all windows

We have no portable screen. The projector can project on to the end wall of the main hall

### Display

We have a flipchart and a Tri-Screen free-standing display board to which photos etc. can be attached - 3 screens each 180x120cm

