



## St Mary's Cathedral Halls

16 Huntly Street, Aberdeen AB25 2BX Tel 01224 640160

e-mail: [manager@cathedral-abdn.org](mailto:manager@cathedral-abdn.org)

### Terms & Conditions for Hire of Premises and/or Equipment

1) The organisation/group/person hiring the premises and/or equipment will be referred to hereafter as the hirer. The hirer will be responsible for ensuring that at all times during the period of hire there will be a leader in attendance. The group leader must be familiar with the terms and conditions of let and will be responsible for communicating these terms and conditions to all members of their organisation/group. The leader must advise the Parish Manager ([manager@cathedral-abdn.org](mailto:manager@cathedral-abdn.org)) immediately should she or he no longer be involved with the organisation/group.

#### 2) SAFEGUARDING

2.1 The Hirer is responsible at all times for the welfare and safety of those attending the premises in connection with their agreed use of the premises.

2.2 Any person/group hiring the premises for a children's group or groups must have their own safeguarding policies and procedures and must follow these. The hirer must provide their own safeguarding policies to the Diocese upon request.

2.3 Any person/group wishing to make use of the premises that does not have its own procedures will be provided with a copy of the Diocesan Child Protection Procedures. The occupier will be required to sign an affirmation undertaking to follow these procedures in relation to use of the premises.

3) The hirer must ensure sufficient and proper supervision of its activities at all times, ensure the maintenance of good order and that children are supervised and kept under control whilst on the premises.

4) The hirer is responsible for any damage to the building, its furnishings and equipment. Any damage must be reported to the Parish Manager ([manager@cathedral-abdn.org](mailto:manager@cathedral-abdn.org)) as soon as possible. The hirer will make good any such damage or reimburse the cost of such damage. Therefore, it is strongly advised that said organisation/group has sufficient insurance cover.

5) The premises shall be left in the same state of cleanliness and furniture layout as when the booking commenced and any cleaning equipment used should be returned to the cleaner's store room.

6) When the kitchen is used for any food preparation it must be left in the same state of cleanliness as when the booking commenced. This will include cleaning of floor, work surfaces and any kitchen appliance which has been employed. The hirer must sign the kitchen cleaning log book at the end of the hire. Any group preparing food must be under the supervision of at least one person holding a valid hygiene certificate.

7) The charges for use of the premises and equipment may be altered from time to time, but the hirer will be given prior notice of such changes.

8) A deposit of £100.00 must be paid in advance together with the hire charge. The deposit will be refunded once the Parish Manager is satisfied that all the terms and conditions of the let have been met.

9) All hire invoices for multiple bookings and long-term lets must be paid within 14 days of the date of invoice. The Halls Committee will cancel its let to hirers who are persistently late with payment.

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### Terms & Conditions for Hire of Premises and/or Equipment (cont)

- 10) Time booked must include any setting-up and clearing-up period. Furniture and equipment moved during sessions must be returned to its original position. All bookings must terminate by 23:00 hours unless specific dispensation has been granted.
- 11) First Aid box is located in the kitchen and all accidents requiring First Aid treatment must be logged in the accident report book located in the First Aid kit.
- 12) In order to prevent damage to paintwork nothing must be fixed to the walls of the halls.
- 13) Smoking is not permitted in the Church Halls and Grounds.
- 14) No alcoholic beverages are permitted in the Cathedral Halls except with the prior permission of the Parish Manager. Should such permission be granted, it is the responsibility of the leader of the group to ensure that all legal requirements are met. Under no circumstances may alcohol be sold on Cathedral premises.
- 15) The Parish Manager reserves the right to cancel or postpone any let at a short notice in emergency situations, in which case a full refund for the period cancelled will be provided. No other refunds will be considered.
- 16) The Parish Manager reserves the right to refuse future bookings on the grounds of unacceptable behaviour or unnotified damage.

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## Terms & Conditions for Hire of Premises and/or Equipment

### Hall Charges

Charges do not include the use of audio visual equipment or kitchen facilities if required.

**[Please note that in addition to the standard charges a refundable deposit of £100.00 must be paid in advance]**

### Hall Charges

Main Hall £40.00 or £35.00 for regular users (seating capacity 100)

Lower Hall £35.00 or £30.00 for regular users (seating capacity 50)

Ogilvie Room £35.00 or £30.00 for regular users (seating capacity 25)

**Use of Kitchen £25.00**

**Use of Audio/Visual Equipment £25.00**

**Hire of tablecloths**

**1-5 Tablecloths £15.00**

**6-10 Tablecloths £30.00**