

**Hall Booking: Terms and Conditions**  
**and**  
**Hall Information and PVG Disclosure Requirements**

**So that you understand your responsibilities, please read the following Terms and Conditions, together with the document providing Hall Information and PVG disclosure requirements. These set out the terms under which we make the accommodation available to you. By entering into an agreement to use the Hall, you agree that you have read and accept these terms.**

- 1. Responsibilities:** The Hall and its facilities must be used with care and consideration. The person signing the booking form is responsible for ensuring that the Hall and its facilities are not misused, and that appropriate safety and security measures are observed for all activities.
- 2. Safety:** Smoking is not permitted anywhere within the premises, including the toilets and entrance vestibule. The serving of alcohol is not permitted without specific consent. Fire exits must be kept clear at all times. You should note the positions of fire extinguishers and other safety equipment, including First Aid boxes.

In line with the safeguarding principles of the Scottish Episcopal Church, anyone booking the Hall for activities involving children or Protected Adults may need to have PVG disclosure. Completion of such a disclosure (where required) will be a condition of approving a booking. Further information on this requirement can be found in Disclosure Requirements below the Hall Information document.

- 3. Insurance:** St Mary's Episcopal Church has Third Party liability insurance for Hall users. Individuals and groups should ensure that adequate insurance is in place to cover their use of the accommodation, and for any property or equipment brought into the accommodation.
- 4. Damage and Breakages:** The cost of repair or replacement of any damage or breakages while in use by will be charged to the group concerned. Please report all damage or breakages to the Hall Co-ordinator.
- 5. Booking Times:** Please keep to the booking times agreed. If you need time before or after an event to set up or clear up, please include this in your booking request. Evening bookings must be concluded and the premises vacated by midnight.
- 6. Car Parking:** There is only very limited car parking space available in front of the Hall. To ensure access by emergency vehicles at all times, parking is restricted to those with limited mobility. Temporary access is allowed for the purpose of bringing equipment into the Hall. If dropping off car passengers to use the Hall, please do so in Smithy Loan or at the church gates. Please note that the Rectory driveway is not a public thoroughfare. During the school day please take extra care if driving past the Rectory to access the hall as school children may be walking along the same route.
- 7. Equipment and Stage Lighting:** All equipment is used at the user's own risk. The School's PE equipment should not to be used without the School's prior written permission. Stage lighting is not to be used unless pre-arranged at the time of booking, and may be subject to an additional charge. Instructions for use of the sound system are provided at the right hand side of the stage.
- 8. Accidents:** Please take all necessary precautions to avoid accidents. Any accident involving injury (however minor) must be recorded in the Accident Book in the kitchen.

**Contacts**

**Hall Bookings Co-ordinator:** Peter Holmes, 15a Ochloch Park, Dunblane FK15 0DU. Email: [hall@stmarysdunblane.org](mailto:hall@stmarysdunblane.org) Tel: 07801 989938

**Hall/Church Treasurer:** Alastair Christmas Email: [treasurer@stmarysdunblane.org](mailto:treasurer@stmarysdunblane.org)

## HALL INFORMATION

- 1. Heating:** If using the heating, all doors should be closed to conserve heat. Heating in the main hall is switched on by setting the wall-mounted thermostats. Heaters in the meeting room is switched on by using the switch on the front. Please ensure that all the heaters are turned back to the minimum setting before leaving
- 2. Cleaning:** The Hall should be left in good condition for the next user. At the end of your event, you should tidy up, clean up any spillages, and sweep the floor if needed. If crockery and glasses have been used, they should be washed and put away. An extra charge will apply if the Hall is left in an unacceptable condition for subsequent users.
- 3. Rubbish:** We are an eco-aware congregation that recycles as much as possible. If your event produces rubbish, it should be disposed of as follows:
  - recycleable waste (cardboard, paper, plastic and glass bottles) should be placed in the - green or blue bins as appropriate. These are located outside the kitchen door;
  - food waste should be placed in the brown bin outside;
  - general waste in the bin in the kitchen;
  - disposable nappies should be taken away.
- 4. Leaving:** When your event is finished please ensure that:
  - all windows are closed;
  - all exit doors are securely closed, including the fire exits in the kitchen and the meeting room;
  - all lights are switched off, all windows closed, and taps turned off in the toilets, and the kitchen heaters are set back to the minimum setting.
- 5. Access:** In advance of using the accommodation, you will be given a PIN number that will allow you to collect a key from the secure key-box outside the hall. On leaving the Hall, the key must be returned to the key-box that should then be securely closed.

## DISCLOSURE REQUIREMENTS

### Activities involving children may require PVG disclosure.

Examples of activities where the leaders are required to be PVG Scheme Members:

- Children's dance class
- Meeting of uniformed organisations
- Playgroup where parents leave children with carers

Examples of activities where leaders are not required to be PVG Scheme Members:

- Mother and toddler groups where mothers remain with their children
- Dance classes primarily for adults but attended by one or two teenagers
- Private party for children where the children attend by invitation only

**Those who have unsupervised one to one contact with Protected Adults will require to be PVG Scheme Members.** A Protected Adult is someone who has particular needs which may include mental illness such as dementia, drug or alcohol dependency, physical disability or degenerative illness.

Examples where leaders are required to be PVG Scheme members:

- Counselling/ Drop in Centre
- Day centre for dementia sufferer

Examples where leaders are not required to be PVG Scheme Members:

- Lunch club for pensioners
- Exercise class for pensioners
- Alcoholics Anonymous (essentially a self-help group)