

UIG COMMUNITY HALL SCIO

PIER ROAD
UIG
ISLE OF SKYE
IV51 9XP
uigvillagehall@gmail.com



Booking Form

Name of hirer/invoicee	
Contact name	
Email address	
Contact telephone no	
Address for invoice	
Purchase Order No / Ref	

Type of Hire (As categorised on Uig Community Hall Hire Charges):			
Facilities required: (tick or number as required)			
Whole Building		Kitchen	
Sports Hall		Tables / Chairs	
Small Hall		Projector screen	
Staging			

Times of hire to include set up and clear down times:	
Date (s)	
Time from	
Time to	

If your event is open to the public, and you consent to Uig Community Hall SCIO promotion of it, please confirm the public time of your event.

PUBLICITY INFORMATION:

Date (s)	
Time from	
Time to	

I confirm that by making this booking I agree to the following terms and conditions of hire.

Name:

Date:

UIG COMMUNITY HALL SCIO

PIER ROAD

UIG

ISLE OF SKYE

IV51 9XP

uigvillagehall@gmail.com



Terms and Conditions of Hire

By hiring Uig Community Hall you accept the below Terms and Conditions

- 1. Bookings** – Bookings are made via uigvillagehall@gmail.com. It is important to remain within the time booked. If the time booked is not sufficient for setting-up and clearing-up, you should review this and book additional time, therefore avoiding infringement on other bookings.
- 2. Cancellation of Booking** – Should you need to cancel a booking, please contact uigvillagehall@gmail.com as soon as possible (minimum 24 hours notice) in order that the booking can be re-let. **Cancellations will be acknowledged.** Bookings not cancelled will be charged at the normal rate.
- 3. Responsibility** – The hirer will be responsible for the building and its contents, the external area surrounding the building and any equipment or furniture within this area, during the hours of use. The building should be left clean and tidy, including any dirty dishes etc. washed and put away. Any damage must be reported to uigvillagehall@gmail.com as soon as possible and, if necessary, repaired or replaced within one calendar month, unless otherwise agreed with the committee.

Hirers must provide their own refreshments. If refreshments of regular users are to be stored in the kitchen, etc, please ensure these are clearly labelled.

Please leave the building clean and tidy for the next hirer.

- Clean and separate your waste and empty into the appropriate bins.
- Hoover carpeted/mat areas.
- Sweep floors in halls, kitchen, toilets and foyer.
- Wash dishes.
- Put away any equipment, tables and chairs.

ONE person should be responsible for ensuring that all lights and ceiling heaters are switched off before leaving the building and locking the door.

- 4. Events with Alcohol** – The charge for all events involving alcohol will include an additional £50 to be paid in advance to secure your booking. The building and its contents, the external area surrounding the building and any equipment or furniture within this area, will be left clean and tidy and your deposit will be refunded. Failure to comply with this condition will result in your deposit being retained. If the hire involves a liquor license from the local authority, the License Holder will be entirely responsible for ensuring that the conditions of the license are adhered to and that sufficient and appropriate stewarding is provided. For the avoidance of doubt, local is defined as the postcodes encompassing townships from Uig to Glenhinnisdal.
- 5. Weddings** – The charge for weddings (½ day + 1 day + ½ day) will be Local £250 – Non-Local £350.

UIG COMMUNITY HALL SCIO

PIER ROAD

UIG

ISLE OF SKYE

IV51 9XP

uigvillagehall@gmail.com



6. **Other events (not including above)** – The charge for other events such as kids parties, food night, games, quiz, car boot / table sales, etc. will normally be the hourly rate, unless otherwise agreed with the committee.
7. **Keys** – Keys can be collected from Uig Filling Station. Keys cannot be copied without the written permission of the committee.
8. **Health & Safety** – Hirers and user groups must familiarise themselves and their members with Risk assessment guidelines and adhere to the Health and Safety Policy of the Hall committee. Each group will be responsible for carrying out their own risk assessments and for the health, safety and care of the persons present at its meetings/sessions. All third party formed Groups/Clubs/Associations that attend should have their own equipment cover and will have their own Public Liability insurance.
9. **Child Protection Policy** – Each club will be responsible for its members familiarising themselves with the Highland Council's Child Protection Policy. The committee will not be held liable should a club or individual belonging to a club find themselves in breach of the policy (adopted or not). All hires involving minors (under 16s) must comply with the policy.
10. **Feedback** - Feedback should be made in writing to uigvillagehall@gmail.com. Matters will be discussed at the next available committee meeting.