

## HIRING AGREEMENT - RICHMOND MEMORIAL HALL TOMINTOUL

Thank you for your enquiry regarding booking the Memorial Hall. Please note that by booking the hall, you agree to these terms and conditions.

If you will be using the stage area for your event please note there may be some theatrical equipment present on the stage (backdrops, fixed scenery, etc.) – **under no circumstances is this to be moved** without the prior agreement of the hall committee.

You will be emailed an invoice at the end of the month. We reserve the right to add additional charges for breakages and excessive cleaning requirements (see cleaning section below). Please bring your own tea towels and cloths if necessary and leave the hall in a clean and tidy condition - ask the hall keeper on arrival if you need access to sweeping brushes etc.

The hall committee would also like to take this opportunity to remind all users of the importance of following good recycling and waste management practice as required by council regulation. We have limited facilities for general waste disposal but no on site recycling facilities. We would ask that all groups using the hall take responsibility for their own recyclable waste. Failure to adhere to regulation could potentially result in the hall being fined a substantial amount.

Please let me know if you would like an email copy of the halls risk assessment documents.

I wish you every success with your event, please let me know as soon as possible if you need to cancel or amend your booking.

### Cleaning

In addition, we would point out the importance of leaving the hall in a clean and tidy state at the end of your hire. We include an hour's cleaning time as part of every hire, but if additional time is required past this to ensure the hall is clean for the next hire, we reserve the right to charge for this. If this is required, we will charge commercial rates which are currently excess of £20 per hour + VAT. Note that where we need to deal with bodily fluids, this rate will be doubled due to health and safety reasons since additional chemical cleaning is required, and in turn the use of two cleaners.

For hirers using sub-contractors such as caterers or bar service, please be aware that the final responsibility for ensuring the hall is left in a clean and tidy state and any associated excess cleaning costs lies with the hirers, so you may wish to make them aware of these cleaning requirements.

If there are any questions, please contact a member of the hall committee.

To clarify what is expected, a suggested cleaning regime is attached:

Simon Hanmer  
Hall Secretary

## End of Hire cleaning checklist

Please note that this is a minimal requirements list.

<b>Kitchen</b>	<ul style="list-style-type: none"><li>• Bins should be emptied into bin bags and bags placed into the large bin outside the small hall fire exit. <i>(Additional bags are in bottom drawers in kitchen)</i></li><li>• All surfaces should be wiped clean</li><li>• Any cutlery or crockery should be washed, dried and returned to the appropriate cupboards</li><li>• Water heater / dishwasher / fridge turned off</li><li>• Dishwasher drained and dried (please consider if it is more appropriate to wash in the sinks)</li><li>• Kettles, urns and teapots drained</li></ul>
<b>Hall / Entranceway</b>	<ul style="list-style-type: none"><li>• Floor swept and if necessary, mopped</li><li>• Any rubbish placed in bags in bins, and if necessary, placed into large bins outside hall.</li></ul>
<b>Toilets</b>	<ul style="list-style-type: none"><li>• Bins should be emptied into bin bags and bags placed into the large bin outside the small hall fire exit. <i>(Additional bags are in bottom drawers in kitchen)</i></li><li>• Ensure toilets are in fit state for next hire</li><li>• Note that urinals are not bubble gum receptacles</li></ul>
<b>Small Hall</b>	<ul style="list-style-type: none"><li>• Tables wiped down</li><li>• Floor swept and if necessary, mopped</li><li>• Window sills checked and cleared</li></ul> <p>2 tables and 8 chairs are kept in place in the small hall, any additional tables and chairs should be put away – chairs in stacks of no more than 9 please.</p>
<b>Large Hall</b>	<ul style="list-style-type: none"><li>• Tables wiped down and put away</li><li>• Chairs put away in stacks of 9 in rear store – please keep area under hatch clear, don't store chairs here.</li><li>• Floor swept and if necessary, mopped</li><li>• Window sills checked and cleared</li></ul>