

St. Andrew's RC Church, Bearsden – Information on Hall Lets

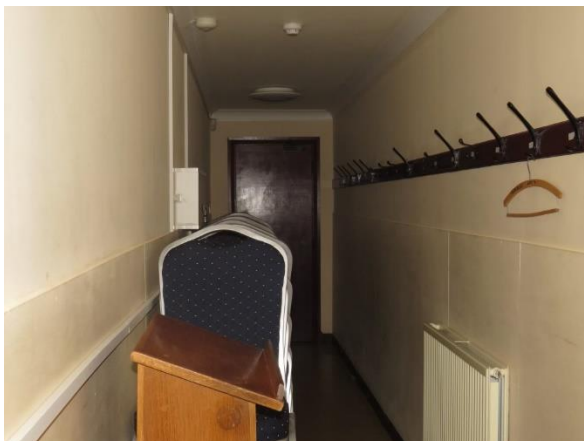
There are two halls at the Church which can be hired for one-off events or booked by organisations/individuals as a recurring let. This guide provides information about the halls, the facilities available and explains some of the conditions which apply.

Upper Hall

The Upper Hall is the larger of the available spaces and has a small stage, a bar area and a kitchen attached.



There are 16 six feet long tables (seating either 6 or 8 persons) and 7 four feet tables (seating 4 or 6 people) available as well as 150 chairs. Chairs must be moved using the trollies provided to avoid damage to the floor and should be put away as indicated on the signs.



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The Upper Hall has dedicated toilets (male, female and accessible) as well as a cloakroom area. Baby changing facilities are in the accessible toilet.

The kitchen area has a dishwasher, hob, oven, fridge, freezer and a hot water urn. There is no crockery or cutlery. There is parking behind the Chapel House for unloading equipment and additional parking is available in this area. The large green bin is for all refuse – recycling space is limited so please take recycling home (recycling bins are available at the car park in New Kirk Road).

There is a PA system and a large flat screen television which can be provided if required. Cleaning equipment is provided.

Lower Hall

The lower hall is a smaller space but also has kitchen facilities and its own accessible toilet with baby changing facilities.



It is equipped with an oven, hob, microwave and kettle. There is a fridge but no freezer. As with the upper hall, a large flat screen television is available. The lower hall is equipped with 12 tables and 63 chairs – each table can seat 4 persons.

For late evening lets, the following policy applies:

Keep doors closed to prevent nuisance to neighbours

Last orders by 11.00pm.

Music off by 11.30pm

All guests must be away by midnight

Clear away as soon as possible after event

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TERMS AND CONDITIONS FOR THE LETTING OF THE UPPER/LOWER HALL.

1. All applications for lets must be made on the appropriate form and submitted to the Letting Secretary of St Andrew's Church Halls Committee at least 10 days in advance of the intended event. Late applications may be considered under special circumstances. Applications will only be accepted from persons aged 18 years or over. The lessee(s) agrees to pay the charges as directed by the Letting Secretary on behalf of the Halls Committee and will be liable or jointly and severally liable for the let.
2. Lessee(s) hiring either of the halls shall not be entitled to sublet the premises or change the purpose for which it is let without the consent of the Halls Committee.
3. If you hold a premises licence, a personal licence or are from a voluntary organisation and wish to sell alcohol on the premises, you must apply for an Occasional Licence in terms of Section 56 of the Licensing (Scotland) Act 2005. Please note that you can only get licences for events connected with your organisation's activities and occasional licences do not cover public entertainment activities. A separate Public Entertainment Licence is needed for this. The application for an Occasional Licence must be made at least 28 days in advance.

No intoxicating liquor may be made available for consumption by persons less than 18 years of age.

The bar must be closed 30 minutes before the end of a function.

The Hall Lets Secretary will require to see the licence prior to the event and it must be displayed on the premises for the duration of the let.

4. Alcoholic liquor is permitted on the premises without a licence where it is purchased outwith and brought into the premises for consumption and is **not sold**. In such cases the Lessee(s) is responsible for the supervision of its consumption.
5. St Andrew's Church Halls Committee operates a "Good Neighbour" policy. Consequently, the lessee(s) is/are responsible for ensuring that the function is completed by 11.30pm irrespective of which day the event is held on or how long the premises remain licensed if appropriate, and music stopped, with the hall being cleared and tidied up within a reasonable period of time thereafter. The lessee(s) is/are also responsible for ensuring that the function participants vacate the premises in a quiet and orderly manner with minimum nuisance to adjacent neighbours.
6. Smoking is prohibited in both Halls.
7. Music amplification must be restricted to a level that does not cause nuisance to residents in the vicinity of the halls and amplification must be reduced immediately on receipt of any complaints from either the police or any other authorised person(s).
8. The Lessee(s) applying for the let is/are responsible for ensuring that the conditions of the let are observed and that good conduct is maintained during the course of the let. The lessee(s) must provide adequate supervision for this purpose and ensure the number of persons attending does not exceed the capacity of the hall in which the function is being held.
9. Where the Lessee(s) applying for the let is/are a private individual or the let is for a one-off event, the Lessee(s) is/are responsible for any children, young people and vulnerable adults present and will exercise a supervisory function and is/are responsible for ensuring that everyone is kept safe. St Andrew's Church will not be held liable if the Lessee(s) applying for the let fails in this duty.
10. Where the Lessee(s) is/are an organisation or group applying for a recurring let, a Responsible Person from the Lessee(s) will be required to sign a Safeguarding Declaration. A copy of this

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should be returned with the Application Form and will be retained, confidentially, by St Andrew's Church.

11. All passages to and from the halls and all fire escapes from the halls and adjoining properties must be kept free of any obstruction and all doors leading thereto kept unlocked from start to finish of the function. Nothing shall be done nor any thing brought into the premises that may involve extra risk to the property or users of same. Electrical wiring and appliances within the halls must not be interfered with under any circumstances.
12. The lessee(s) must accept full responsibility/liability for loss or damage to property or valuables brought into or left in any part of the premises by the lessee(s) or by any persons attending the function therein, or for any injury, however caused to any person connected with the lessee(s) or guests of the lessee(s). The lessee(s) shall also be held responsible and liable for any damage to fixtures, fittings or equipment within and belonging to St Andrew's Church Halls and to the fabric of said halls.
13. Where areas of the Church grounds are used for the parking of any vehicles by the lessee(s) or other patrons of the function, then the lessee(s) is required to take full responsibility for any third party accidents arising as a result of the parking of said vehicles.
14. The lessee(s) will be responsible for any catering or caterers making use of the kitchen and must ensure that the kitchen and hall are left in a clean and tidy condition. Tables and floors must be cleared of all litter and this should be placed in the wheelie bins provided for such purpose. Tables and chairs should be returned to the storage area and stored in accordance with the diagram therein. No banners, posters etc. should be affixed to the walls or ceilings within the halls without prior consultation with the Letting Secretary.
15. The consumption of chewing gum within the halls is strictly prohibited.
16. The use of smoke/dry ice machines is expressly forbidden.
17. Failure to observe abovementioned conditions of let will prejudice any future lets.
18. Your event should be carried out in a COVID safe manner.

If you have any questions regarding the above, please contact Nicola Quinn, the Hall Lets Secretary on 07528 425698 or by email at StAndrewshalls@outlook.com