

Callander Kirk Hall Regulations and Information for Hall Users

REGULATIONS

Revised December 2008

1. Name and Address of Hall

The name of the hall is **Callander Kirk Hall**, and this should be used for publicity, newspaper articles, and all other purposes.

The address is: **South Church Street, Callander, Perthshire FK17 8BN.**

2. Bookings

All bookings and cancellations must be made through the booking convenor. This is the only way to avoid confusion and double bookings. Bookings should be made as far in advance as possible.

3. Cleaning & Clearing

- While thorough cleaning is carried out by the hall keeper, users are requested to **wipe tables clean and sweep up such as crumbs and paper**, using the brush and shovel in the cleaning cupboard beside the entrance to the main hall. Any **liquid spillages** should be mopped up immediately to prevent slipping and damage to wooden floors. The bin is in the kitchen.
- Chairs and tables should be left for the hall keeper to stack and store.
- Due to the large number of users every week, any one organisation may leave only two full black bin bags. All other rubbish must be taken away.

4. Kitchen Hygiene

Members of organisations who use the Hall Kitchen to prepare or provide food are responsible for their own food hygiene. Guidelines on food hygiene provided by Stirling Council are exhibited on the wall of the kitchen and should be adhered to. Soap and paper towels are provided at the round sink for the washing of hands prior to handling food.

5. Notices

The notice board in the corridor may be used, and a portable notice board can be provided by the hall keeper for use elsewhere if requested in advance. Notices may not be fixed to any wall. Sellotape must not be used on doors or tables.

6. Entrance and Exit Doors

While the hall is being used the main entrance door must remain unlocked. The door from the main hall to the right of the stage may be used as an access door especially in conjunction with church functions. This door and the door on to the street are fire exit doors and must not be obstructed.

7. First Aid Box and Accident Book

The First Aid Box and the Accident Book are located in the kitchen. If the First Aid Box is used the Accident Book must be filled in and the hall keeper must be informed. The contents of the First Aid Box are checked regularly.

8. Reporting of Injuries, Diseases and Dangerous Occurrences

The reporting of certain injuries, diseases and dangerous occurrences that happen on the premises is a legal requirement. A list of reportable incidents can be found in the Riddor booklet which is kept with the Accident Book. In the event of such an incident the Accident Book must be filled in and the hall keeper must be informed.

9. Emergency Arrangements

Please note: There is a public telephone in the vestibule opposite the main entrance door.

All persons who take charge of events must be fully aware of the emergency arrangements in order to inform other users at their meeting. The hall keeper is available to give initial guidance.

A - In the event of fire

Follow the instructions listed on the "Fire Action" notice which is posted in every room. Procedures for evacuation and dialling 999 to summon the Fire Brigade are included.

B - Fire Extinguishers are available:

- In the vestibule close to the public telephone
- One at each side of the Main Hall (2 in total)
- In the kitchen

A Fire Blanket is also available in the kitchen

C - The Fire Alarm can be activated by operating the break glass points at the following locations (NB this is a local alarm system and does not summon the fire brigade) :

- In the corridor opposite the kitchen
- At both fire exits in the Main Hall
- In the vestibule close to the main entrance door

In the event of an emergency please contact the hall keeper: Mr Alex Walker 330905

10. Portable Heaters and Naked Flames

The use of electrical and LPG (bottled gas) room heaters is **not allowed**. Candles may be used in small quantities for short durations during special events such as parties or religious services. Such items must be carefully controlled and must not be left unattended.

11. Smoking

Smoking is **not allowed** within the building.

12. Ball Games

Only soft foam balls may be used. No leather covered balls are permitted. Football is not permitted with any ball.

13. Alcohol

The **use** of alcohol is permitted and hall users wishing to provide alcohol for a particular function must obtain permission from the Management Committee via the booking convener at least 7 days in advance, and satisfy the committee at that time that the rules will be obeyed. The Management Committee retains full discretionary powers in this matter. The **sale** of alcohol is strictly prohibited.

14. Gambling

Events such as raffles and tombolas are permitted provided they are for charitable purposes.

15. Dogs

Only guide or assistance dogs are allowed in the halls.

IMPORTANT INFORMATION

1) Insurance The hall has Public Liability Insurance. Hall insurance, however, does not cover the property of user organisations. Every user organisation must have its own insurance, if protection of its property is required.

2) Payment Regular users are requested to pay monthly. Payment by other users is requested within two weeks of the function concerned. Payment by Cash, or by Cheque made out to Callander Kirk Hall should be sent to Miss Joan Barrie, 24, Murdiston Ave, Callander. FK17 8AV Tel: 01877-330710.

3) Current Hall Charges (per hour) for Normal Use

Rates for commercial use, where approved, shall be negotiated with Miss Joan Barrie.

MAIN HALL	LIBRARY ROOM	MEETING ROOM
£11.25	£8.00	£6.50

4) Callander Kirk Hall comprises:

Main Hall	145 sq metres.	Normal Seating Capacity: 170 in rows
Library/Choir Room	38 sq metres.	Normal Seating Capacity: 45
Meeting Room 1	20 sq metres.	Normal Seating Capacity: 20
Meeting Room 2	15 sq metres.	Normal Seating Capacity: 15
Meeting Room 3	17 sq metres.	Normal Seating Capacity: 15

5) Public Address System A P.A. system is available for use in the Main Hall. It should be booked in advance (see Booking Form) and will be set up for you by the hall keeper. There is an extra charge of **£4.00** per **meeting**. The controls shall not be interfered with by unauthorised personnel.

6) Available Equipment The following items may be available for use at events providing the hall keeper is informed in advance: overhead projector; projection screen; projector stand and extension power cable.

7) Kitchen Facilities The kitchen is available to all hall users. It cannot be booked exclusively for the use of one organisation. All users of hall accommodation have access to the kitchen if required.

8) Tables The maximum number of tables available is 38 (4' x 2' in size), though please note that some may be in use by other organisations. There are also a few card tables.

9) Disabled Facilities All entrance and exit doors are accessible by people using wheelchairs. There is a disabled toilet for use by people using wheelchairs or who need a second person to assist.

In the Main Hall the PA System has a Loop system fitted for people who use hearing aids. This does not extend to the Library or the Meeting Rooms.

10) Children and Young People The hall keeper cannot allow children into the hall without supervision. To avoid the risk of accidents to children waiting outside please arrange for appropriate supervision to arrive **15 minutes** before the start of any event involving children and young people.