



Ardrishaig Community Trust

Letting Conditions for the Ardrishaig Community Halls

Please note the following conditions that must be adhered to by all hall users

The Community Halls in Ardrishaig, the *North Hall* and the *Public Hall*, are owned by the Community Trust on behalf of the people of Ardrishaig. The Trust directors are all volunteers. For the time being the halls are managed by the directors, and any other volunteers who are willing to help. There isn't funding available at present to employ people to run the halls and promote them more widely. Hopefully at some stage that will change. For now we're totally reliant on a small group of volunteers to keep the halls in the best condition we can and available for your use. So please help as much as possible by leaving the halls as far as possible how you find them. And please get in touch if you can offer any additional help and support.

The following are some necessary conditions associated with hiring any of our halls.

You must comply with the 'Covid 19 Hirer Risk Assessment' below.

We will have the halls fully cleaned, at least weekly. However, it is particularly important at present that you take responsibility for ensuring the halls are kept as clean as possible at all times.

Note that it is entirely up to you to ensure the safety of your activities and the people involved. The Trust cannot accept any responsibility for these.

Bookings

Once your booking form is received we will send you an acknowledgement, usually by email. You will then receive a booking confirmation including the cost for your let.

- Regular users will receive a monthly invoice, or as otherwise agreed.
- Other users may be asked for payment in advance.
- Depending on the event, a deposit may be required.
- You will have agreed to these letting conditions as part of your booking.

You must not sub-let any part of the premises.

Make sure you have appropriate insurance in place for your activities.

If your event needs any licencing, e.g. for alcohol or entertainment, then you are responsible for having these in place and you should allow sufficient time before your event as the licence application process may be lengthy.

Make sure you will be able to comply with current, relevant Covid guidelines and best practices.

For a large or public event, you should give us contact details in advance of the people/stewards who will be responsible and providing supervision on the day.

Check that your event will not exceed the relevant occupancy numbers for the hall(s) you are using.

Fire Safety

Familiarise yourself with hall fire and safety regulations. All attendees should be briefed on the procedure to follow in the event that the building has to be evacuated. This should include:

- a. Pointing out fire exits and fire alarm buttons
- b. The alarm signal
- c. Evacuation routes
- d. The assembly area

In the event of a fire, or other reason to evacuate the building, you should:

- e. Avoid tackling any fire or other dangerous outbreak
- f. Ensure that all attendees are evacuated safely
- g. Contact the emergency services as necessary
- h. Be prepared to verify that all people have been accounted for



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During your let

Please make sure that you:

- help keep down costs by only using lights and heating when necessary, and ensuring they are all switched off when you leave
- clean all relevant surfaces before, during and after your activities, as appropriate
 - cleaning should include wiping down door handles and light switches
- don't drag tables, chairs, etc across the floor as this can cause serious damage that is expensive to repair
- ensure any portable electrical equipment being used is PAT compliant, e.g. sound, lighting, kettles
- comply with the relevant occupancy numbers for the halls
- only use the hall(s) you booked, even if others are empty

You are responsible for providing supervision of all attendees.

The kitchens cannot be used for cooking food. Where a cooker is available this is for re-heating only. Food can be served from the kitchen and it can be used for preparation of teas and coffees.

At the end

At the end of a session, you must remove your property and leave the hall in a clean and tidy condition, meaning that:

- rubbish is cleared from the hall
- tables, work surfaces, and floors are left clean
- fire exits are closed
- lights and heating are switched off as appropriate

Please help with security of the halls by making sure doors are closed and locked when you leave.

Return the hall key to McColls shop in Ardrishaig as soon as possible - the shop is open until 10pm every day.

You are responsible for any damage or loss to the premises and its contents, including the wooden floors.

The Trust accepts no responsibility for any loss or damage to any property left on the premises.

If you have any comments, issues or complaints please email the Trust (info@ardrishaigcommunitytrust.org) or write to us at:

Ardrishaig Community Trust
61 Chalmers Street
Ardrishaig
PA30 6DX.

COVID-19 Risk Assessment for hirers of the Ardrishaig Community Halls

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning	Group to check with hall management committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.	Bring our own equipment?
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing	Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once.	Consider avoiding use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present.
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used into kitchen bin at end of hire.
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
Someone falls ill with COVID19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.	
Indoor toilet	Social distancing difficult. Surfaces in frequent use, door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors. Mark one way route to toilet on floor of kitchen.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before users arrive unless has pre-cleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing. Observe the floor markings in kitchen in going to and from toilet.	