BUCHANAN MEMORIAL HALL (BMH SC AND TERMS A 047548) HIRE AGREEMENT ND CONDITIONS 2025

When booking the hall, all hirers agree to the following Terms and Conditions. The Trustees and Management Committee of BMH reserve the right to change or amend these Terms and Conditions if necessary. BMH reserve the right to cancel any hire in the unlikely event of a community or local crisis, whereby members of the community or visitors require safe shelter or if emergency repairs are required.

*The minimum age to hire the hall is 16.

*All equipment used, including tables and chairs, to be stacked away safely and in the same position in which they were found on arrival at the hall.

*The oven and any appliances including the kettles and urns must be emptied and switched off after use. If using the dishwasher, please empty the contents and store back in the correct cupboard. The fridge should be emptied, with no food or liquids used by the hirer remaining. The fridge should remain on. Any spillages should be cleared up immediately and any breakages reported to the hall committee.

*The hall, kitchen and toilets should be left in a clean and tidy state in readiness for the next hirer/activity. Please leave the hall as you found it on arrival. Waste bins should be emptied and recycled appropriately. The recycling bins are to the left of the front doors. If these bins are full, it is requested, if possible that rubbish be taken home.

*Please note that if the hall is not left in an appropriate condition for the next hirer, a cleaning fee may be charged.

*The heating in the hall is controlled remotely and should be on for the hirer's arrival. If, for some reason it is not on, please contact either David Fraser or Sharon Masefield and the heating can be switched on for you. Contact numbers are on the noticeboard in the entrance vestibule and on the front door.

*The hirer should use the code given by BMH for their hire of the hall. This code should not be shared with any other group/persons. In the unlikely event of the code not working, please call David Fraser or Sharon Masefield and the hall can opened remotely.

*On leaving the building all rooms including the toilets should be checked to ensure windows are shut, and lights are off. Unless by prior arrangement, the hirer should not access the hall more than 15 minutes before the hire period and please ensure the building is vacated no longer than 15 minutes after the hire period.

***HIRE RATES (as from 1st December 2025)**

Community Rates (ie regular users)

Large Hall	£18.00 per hour
Small Hall	£ 9.00 per hour
Both Halls	£24.00 per hour
Day Rate (8 hours)	£100.00
Day before set up rate -	
Large hall	£ 9.00 per hour
Small Hall	£ 4.50 per hour
Both halls	£24.00 per hour

Commercial Rates

Large Hall	£24.00 per hour
Small Hall	£12.00 per hour
Both Halls	£32.00 per hour
Day rate (8 hours)	£200.00 per day
Day before set up -	
Large Hall	£12.00 per hour
Small Hall	£ 6.00 per hour

Weddings/wedding receptions and lager gatherings £495.00 per day

Cancellation Fees*

More than 30 days' notice	No cancellation fee
15 to 30 days' notice	25% of the booking fee
7 to 14 day's notice	50% of the booking fee
Less than 7 days' notice	75% of the booking fee
Same day or no show	100% of the booking fee

*BMH is primarily for community use and the committee will be flexible if an event is cancelled due to unforeseen circumstances.

Hall Occupancy

The maximum capacity for the large hall is 100. The maximum capacity for the small hall is 20. If necessary, please have a head count for your event.

Storage

No belongings should be stored in the hall other than by regular groups by prior arrangement. No property including tables and chairs should be removed from the hall without prior agreement from BMH. BMH accepts no responsibility for any stored equipment or other property brought on or left at the premises.

Fire Regulations

Hall hirers must ensure that all fire exists, and routes remain clear at all times. Fire escape routes and assembly points are located next to the fire alarm at the front door. If the hirer has allocated storage please ensure no items are flammable. Fire extinguishers are situated in the large and small hall, the entrance vestibule, kitchen and balcony. If, in the unlikely event of a fire, and only if it is safe to do so, please use an extinguisher to put the fire out. If not, please exit the building at the nearest exit point and assemble on the car park. Dial 999 for emergency services. It is the responsibility of the hirer to acquaint themselves of the exit points and fire regulations within the building.

Noise

To respect our neighbours, the hirer should ensure the noise level is kept to a minimum when arriving and departing, particularly early morning or late evening.

Car Park

The car park is owned by Stirling Council, and any hirer uses this car park at their own risk. Please park safely and responsibly.

Disclosure Checks and Responsibility

It is the responsibility of the hirer to have all the relevant insurance/qualifications/training certificates/PVG disclosure to ensure the safety and wellbeing of their group/ members/children.

Payments for hire can be via cheque to Buchanan Memorial Hall, or preferably by bank transfer to RBS Account Number 00111745, Sort Code 83-17-39, please reference your payment. Payment terms, unless otherwise agreed are 30 days from point of invoice.

For any other information or queries, please contact buchananmemorialhall@gmail.com.