



## **Aberdeen Hindu Temple Ground Floor Hall Hire**

### CONDITIONS OF HIRE AND INFORMATION FOR HIRERS

(Hirer means the individual or the organisation making a booking)

BY CONFIRMING THE BOOKING, ALL HIRERS AGREE TO THE TERMS AND CONDITIONS SET OUT IN THESE TERMS.

PLEASE BE AWARE THAT THE ENTIRE BUILDING IS A NON-SMOKING AREA.

### **Bookings**

1. The Hall may be booked for recurring or single use.
2. Hall hire is charged by the hour (see charges schedule).
3. The hire period includes any set-up and tidy-up activities.  
The specified rates cover use of specific amenities on the Ground Floor only.
4. Hirers must be aged 18 years or over.
5. All hirers must confirm that they comply with Protection of Vulnerable Group (PVG) legislation for activities involving vulnerable group including children.
6. The premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of the hire.
7. No personal items can be left on the premises and the management will not be responsible for loss, damage or misuse of the personal items in the premises.
8. The premises shall be returned clean, tidy and in good repair.
9. Hirer will be liable to pay any costs incurred due to loss, damage or for cleaning of the premises.
10. No apparatus or equipment of any description can be left on the premises without the prior consent of the management.

### **Charges and payments**

11. Hire fees will be invoiced at the time of booking for single use and monthly in advance for regular users.
12. The Charging Schedule is available from Bookings co-ordinator and updated in the AHTT website.
13. The deposit will be refunded after the event, subject to a satisfactory inspection and the return of the keys.
14. Should emergency services call-out to the Temple be required as a result of a fault caused by the Hirer, the call-out charges will be passed on to the hirer.

### **Cancellations**



15. For cancellations, a written notice should be received at least 7 days in advance of the event date. Please refer to charging schedule for cancellation charges.
16. The management reserves the right to cancel any booking by giving notice in writing and returning the hiring charge and deposit.
17. Should the purpose of hiring the Hall be in any way improper or unauthorised, the Management shall not be liable to pay to the Hirer any money/loss incurred by the cancellation.

### **Health and Safety**

18. It is the responsibility of the individual Hirers to ensure that they are aware of the Health & Safety at Work Act 1974 and to take reasonable precautions to ensure that their activities are carried out in a responsible way.
19. A copy of the AHTT Health & Safety Policy is kept in the ground floor office. This is also available online in the website. A condition of the booking is that the hirers are familiar with the Health and Safety policy.
20. A first-aid kit is also kept in the ground floor office.
21. Any accidents should be reported to a delegated member and an Accident Report form needs to be completed. Hirers should ensure that adequate supervision of children is in place at all times.
22. The management reserves the right to enter the Hall at any time during an event and if necessary, further conditions may be imposed for the welfare of guests or the safety of the building.

### **Fire**

23. Hirers must make themselves familiar with the location of the fire extinguishers and the instructions for use, emergency exits and of the importance of fire doors. Hirers will be responsible for informing all those using the Hall of the position of the emergency exits. Hirers must also familiarise themselves with the instructions on what to do in case of fire. Instructions are displayed on the wall.
24. Fireworks, party poppers and candles are not allowed, either for internal or external use with the exception of birthday cake candles.

### **Food Safety**

25. Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the Hall to ensure that they are aware of and abide by the legal requirements. The Management is not responsible for any food brought into the Hall. Please note **NON-VEGETARIAN FOOD ITEMS ARE NOT ALLOWED IN THE HALL/ PREMISES.**
26. **UNDER NO CIRCUMSTANCES WILL THERE BE USE OF ALCOHOL.**

### **Music and Entertainment**



27. Music must be kept to a suitable level to avoid disturbance to neighbours. Hirers should ensure that they have proper insurance for any equipment used in the Hall. Insurance should cover any damage caused by them to the Hall and its users.
28. Any electrical equipment, brought to the premises, must have passed the necessary PAT testing and certificates must be produced upon request. Responsible use and safety rests with the hirer.
29. Performances involving danger to the public or of a sexually explicit nature shall not be permitted.

### **Child Protection**

30. It is the responsibility of the Hirer (under the Children Act 2004) to ensure the safety of all children at all times at any event. There is also a responsibility to safeguard vulnerable adults. The AHTT Policy for Child Protection and Safeguarding of Young People and Vulnerable Adults is kept in the ground floor office.

### **Care and consideration for others**

31. Use of drawing pins or tape on the walls or other surfaces, use of Blu-Tack or 3M Command hooks are not allowed.
32. Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are a disturbance for neighbouring residents.

### **Car Parking**

33. There is a private parking facility at the back of the property accessed via Bankhead Avenue. Hirers need to be aware that the parking is shared with Aurora Vet practice. Please avoid parking in spaces marked for 'Aurora'.
34. Overflow parking facilities are available in Greenburn Road. Details are stated in the AHTT website. Please use them appropriately.

### **Disabled access**

35. Disabled access is located at the right hand entrance of the premises via Bankhead Road.

### **Insurance**

36. The Hirer is responsible for Event insurance, Personal Indemnity and Public Liability Insurance to include the equipment, as appropriate.

### **AHTT CHECKLIST FOR "HIRERS" OF ABERDEEN HINDU TEMPLE TRUST GROUND FLOOR HALL:**

Please go through the following checklist on completion of your event. Please be aware that the Temple premises are looked after by volunteers.

In order to keep the hall in good condition for all, hirers are expected to do the following at the end of each hire.

- 1) Please ensure that the Hall floor is left in good condition (ready for the next user). Sweep or mop the floor to remove any crumbs etc. (Cleaning equipment will be found in the Pantry)
- 2) Check that all taps in kitchen are turned off and refrigerator is empty and clean if you have used it. If you have used any cups/ plates, please wash them and dry and put them away.
- 3) Make sure that the taps are turned off and lavatories are clean. Please kindly empty the lavatory bins.
- 4) **Use the bin bags provided to dispose of rubbish in the appropriate recycling bins, located outside, to the right side of the Temple building.**
- 5) **PLEASE ONLY USE THE AHTT BINS.**
- 6) **ANY EXCESS RUBBISH THAT EXCEEDS THE CAPACITY OF THE TEMPLE EXTERNAL BINS MUST BE REMOVED BY THE "HIRER"**
- 7) When you leave, check that all fire doors and windows are closed.
- 8) Make sure that all lights are off. Please check all the toilets lights.
- 9) Lock the outer gates including car park gate.
- 10) Return the keys to designated person

You will find the check list inside the main door as a reminder.

If you book the ground floor hall along with a puja in the main Temple, please be aware that the main Temple lights will be turned off and the Temple main door will be closed between 12noon and 5pm and again at 8pm. To reduce any movements to the main Temple after the door is locked, we would appreciate if all devotees remove their foot ware from the main Temple hallway before the Temple door is locked.

If you have any concern please get in touch with us before you leave the premises.

Thank you for your cooperation,

Kind regards,

Aberdeen Temple Ground floor Hall bookings team.