



Conditions of Let

(revised June 2026)

1. All lets must be authorised by the Aultbea Hall Committee, who will approve applications that meet the following conditions. Failure to adhere to these may result in the refusal of future booking requests and / or recovery of any costs arising to the Hall. Note that we have no insurance cover for contact sports and the use of inflatables.
2. Normally, applications will be accepted on a first come, first served basis, subject to the current fees. Fees may be updated at any time. Special arrangements will apply to exceptional bookings (see 18)
3. The Committee may refuse or terminate a let at its discretion without being liable for damages.
4. In accordance with our Equality and Diversity Policy, bookings for events and activities for the general public must be for the main Hall, as the *Crow's Nest* is not fully accessible. Only the room or rooms for which an application is made and granted may be used, and then only for the time and purposes listed on the application. The room or rooms must be vacated at the allotted time. Bookings should take into account time needed to set up for the event/activity and to clear and tidy the facility afterwards.
5. Bookings cancelled less than one month prior to the date in question may be subject to the full letting charge.
6. Persons or organisations to whom a let is made will be responsible for any exceptional costs to the Hall, the good conduct of the group during the period of let, and also the preservation, good order and well-being of the premises (including the grounds of the Hall). All must be left clean and in good order to the satisfaction of the cleaner, caretaker and Committee. All litter must be removed, floors swept and mopped where necessary and the kitchen cleaned and mopped. All foodstuffs must be removed from the fridge. Non-slip mats are to be placed under the urns. All users must follow the recycling instructions. Should an excess of refuse/recycling be created, the user will be asked to arrange disposal of this themselves. If extra cleaning, sorting of recycling or removal of refuse is required, this will be charged accordingly. Any breakages or damages to the premises must be reported to the Committee and made good by the lessee.
7. The Hall does not hold a licence to sell alcohol. If you wish to have alcohol on sale during your booking of the Hall, you are responsible for obtaining the necessary licence but must first notify the Hall Committee to secure our agreement. If you are unsure whether you need one, you should contact Highland Council for clarification.
8. The organiser of the let must sign the Fire Safety Agreement Form in the Log Book on arrival and take responsibility for understanding and implementing fire procedures during the letting as required, including evacuating the building in case of fire, making all users aware of all the fire exits and fire extinguishers, and ensuring fire exits are not blocked.
9. All event and activity organisers should make themselves aware as to
 - the location of the First Aid box (on the wall in the hallway)
 - the location of the nearest defibrillator (on the wall of the Aultbea Nursery, just across the road from the Hall)
 - the Hall's Risk Assessments, as relevant to their event or activity, (file in hallway; also <https://aultbeahall.org.uk/room-booking/>)Any necessary additional event-specific Risk Assessments must be submitted to the Hall Committee (via the Booking Clerk) at least three days in advance of the booked activity.

- ## **STANDARD HALL BOOKING RATES FOR COMMUNITY & CHARITY GROUPS**
- (as from 1 January 2025)**

CROW'S NEST (Upstairs room) £8 PER HOUR
MAIN HALL £10 PER HOUR

(Use of the upstairs servery, which has a microwave and fridge, is included in the hire fee)

ADDITIONAL FACILITIES – MUST BE BOOKED IN ADVANCE

USE OF KITCHEN	£10 PER BOOKING
WIFI	FREE