



Logie Coldstone Hall – Information

Logie Coldstone Trust owns and manages Logie Coldstone Hall for activities promoted by the Trust, and its constituent bodies, in furtherance of its aims which are the advancement of citizenship and community development by the promotion of the well being of the inhabitants of Logie Coldstone and District, by associating the local authorities, voluntary organisations and residents in a common effort to promote social activities and to foster community spirit.

Facilities and capacity

- *Ground floor* - Main hall / foyer / toilets including a wheelchair access toilet with baby changing tray/cleaners cupboard. Kitchen to rear of main hall is accessed by 2 steps up from main hall. Refurbished in 2013.
- *Ground floor* - There is an adjoining small hall which, at the moment, a section is also used as a store for the staging and community group equipment. By special arrangement with the bookings administrator at the time of booking this space can be rearranged as an additional facility such as bar /seating area/ changing area for performance or servery. (Not included in 2013 refurbishment project).
- *First floor* – Small meeting room accessed via stairs. Can comfortably accommodate 12 seated around a table.
- *Capacity* - The maximum capacity for the main hall is 180. This includes performers/bar staff/ waitresses etc. The number of people using the hall must not, at any time, exceed this number.
- *Outdoors* - Outdoor fenced seating area which can be used as an additional car parking area.
- *Parking* - Limited car parking at the hall. Out with school hours there is additional parking at the school.

Equipment

- *Furniture* - 180 upholstered chairs and 14 tables which seat 6 people plus a variety of smaller tables. Chairs should not be stacked more than 8 high.
- *Portable staging* - Unistage portable staging which can be assembled in a wide variety of configurations with guard rails and scenery flats. Maximum flat stage 5.25 m * 3m at 720mm high.
- *Kitchen* - small kitchen equipped with a double sink, large domestic fridge, small freezer, water boiler, domestic type dishwasher, electric range cooker, 120 mugs, cutlery settings for 120 people, 3 hot water flasks, electric hotplate plus miscellaneous crockery. Instructions for the electrical equipment are in the end kitchen drawer.
- *Cleaners cupboard* - equipped with a Belfast sink, mops, brushes and vacuum cleaner
- *Games equipment* – some equipment can be borrowed for family parties on special request with bookings administrator.

Charges

- See booking form for current rates, late cancellation of bookings will incur an administration fee.

Booking Process

- Potential hall hirers are encouraged to telephone or email the hall booking administrator initially to gauge hall availability and clarify any special requirements. **Please email lctrust2012@gmail.com**
- All bookings must be made in advance using the attached booking form and must be signed by the person accepting responsibility for the hall during the let. This person must be over 18 years of age.
- Invoices will be sent by email unless otherwise specified. Invoices will be sent out after the event/function.
- Payment should be made by BACS to account no 82-60-17, sort code 60358677 or by crossed cheque, made out to Logie Coldstone Trust.
- Access arrangements (keys/key codes) will be arranged at time of booking.

Emergency Contact Details and equipment information

- The floor plan, fire action plan and emergency contact numbers are on display on the hall noticeboard in the foyer and can be seen on website.

Brief instructions on heating and lighting are on the wall in the hall foyer at the door along with a checklist on leaving the building. Instructions for kitchen equipment near each appliance.

- Please note that there is no telephone in the hall.



For Office Use
Booking Ref:

Invoice No:

Invoice Date:

LOGIE COLDSTONE HALL BOOKING FORM

NAME OF HIRER:

ADDRESS:

TELEPHONE:

MOBILE:

EMAIL ADDRESS:

LCT membership: Please note: To be eligible to be a Logie Coldstone Trust member persons needed to be resident in LC and support the aims of LCT. No charge. Membership application forms are available from membership secretary lctrust2012@gmail.com or call or text 07791266637

EVENT BOOKING		NON LCT MEMBER (group and individual)/	LCT MEMBER (group and individual)	TOTAL COST
	Times allowed for set up and tidy up			
Adult/family party	Access from evening before from 7pm, all day on day of party, and have furniture away and building tidy by midday following day.	£130	£100	
Fair/sale	Access night before and on the day until 6pm	£50	£37.50	
Children's party	Access all day until 6pm	£30	£22.50	
Concert/performance	Access to erect stage and rehearse, in cooperation with other hall users and all day on the day of the concert	£60	£45	
Exhibition	Access from evening before from 7pm and all day on day of the exhibition	£60/ day	£45 /day	
Polling station	Exclusive access to the hall the whole day.	£200	N/A	
Wedding	Access all day on day before, on the day and following day.	£300		

HOURLY RATE BOOKING If booking per hour, please enter the amount of hours you require and complete total cost column.	NUMBER OF HOURS	NON LCT MEMBER (group and individual)/	LCT MEMBER (group and individual)	TOTAL COST
Main hall at hourly rates		£11 per hour	£8.50 per hour	
Meeting room at hourly rates		£8 per hour	£5.50 per hour	

PORTABLE EQUIPMENT: Do you need help with setting up the portable bar or stage? : YES / NO

NAME AND ADDRESS FOR BILLING
(if different from above)

DATE OF EVENT	TIME OF EVENT
.....	FROM : TO:

I confirm that I have read, understood and agree to comply with the Hall Users Responsibilities detailed overleaf.

SIGNATURE DATE

NAME (in capitals) TEL. No.

Logie Coldstone Trust - Owns and manages Logie Coldstone Village Hall

Registered Charity No. SCO 11363

<http://www.logiecoldstone.org/>

HALL USERS RESPONSIBILITIES

PUBLIC ENTERTAINMENT LICENCE CONDITIONS

A Public Entertainment Licence has been granted for Logie Coldstone Hall. Full copies of the conditions of the licence are available in the hall foyer along with the fire safety notice and hall floor plan.

When the hall is being used the responsibility for ensuring the conditions of the public entertainment licence are adhered to lies with the hall user. The following are key points for all users of the hall:

Responsible Person Each hall user is required to allocate a responsible person to be in charge of the premises, to inspect the premises before the public are admitted, to be present at all times when it is open to the public, to take charge in an emergency, and to take precautions against fire.

Stewards The hall user is responsible for stewarding the premises during the hire period and shall provide sufficient stewards to maintain good order in the hall during the period of hire. In addition to the responsible person, a minimum of one steward will normally be required for any event that attracts 50 persons or more. Any stewards must be fully instructed in all safety precautions, including fire safety precautions and the action to be taken in the event of an emergency.

First Aid All hall users are responsible for their own first aid cover. A first aid box is held at the hall. The responsible person, or an individual delegated by the responsible person to cover first aid, is expected to familiarise themselves with the location and contents of the first aid box, to attend to any hall user requiring first aid and to record any accidents in the accident book.

Fire Safety Before admitting public access to the premises the responsible person must ensure that all exits are unobstructed, unlocked and able to be opened. On any occasion where disabled people are present on the premises, arrangements must be made to ensure their safety within the premises and for their safe evacuation in the event of fire.

Food Safety If raw and ready to eat foods together are to be handled, prepared, cooked and/or served at an individual event the responsible person must notify the local environmental health office (Tel. 01569 768232) of this proposed activity for advice. The hirer must ensure that all appropriate insurances and risk assessments are in place.

Other Public Entertainment Licence Conditions Exhibitions of hypnotism are prohibited unless with the permission of the Council.

No members of the public must be allowed to remain within the premises after 1am without Aberdeenshire Council's written permission, given at least 48 hours beforehand, which permission will include any occasional licence or permission granted by the Licensing Board.

(Any hire extending beyond 1 am requires the permission of Aberdeenshire Council)

ALCOHOL

It is the responsibility of the hirer to apply to Aberdeenshire Council for a licence and to ensure that all legal requirements are complied with. Logie Coldstone Trust committee reserve the right to request sight of relevant permissions in advance of any event/function.

SMOKING BAN

Hall users are responsible for ensuring there is no smoking in the building.

CAPACITY OF THE HALL

The maximum capacity for the main hall is 180. This includes performers/bar staff/ waitresses etc. The number of people using the hall must not, at any time, exceed this number.

EQUIPMENT

The equipment available to hall users is detailed in the hall information sheet. Most of the equipment is held in the store. It is the hall user's responsibility to set out and replace these at the end of the let.

DAMAGE TO HALL

Hall users will be responsible for any damage to the hall during their let. Any damage must be reported to the bookings administrator.

INSURANCE

The owner/manager of the hall (Logie Coldstone Trust) holds building and contents insurance to cover the fabric and fittings of the hall and public liability insurance to cover any claim against them. However, it is the hall user's responsibility to ensure they have adequate insurance to cover all their own liabilities, including the use of bouncy castles.

NUISANCE

Hall users must ensure that no nuisance or annoyance is caused to nearby residents.

CLEANING

The hall should be left in a clean and tidy condition. Logie Coldstone Trust reserves the right to levy an additional charge to cover cleaning over and above that which is reasonable to expect.

LEAVING THE BUILDING AT THE END OF THE HIRE PERIOD

On completion of the let please ensure that all doors and windows are secure and that lights are switched off. See checklist at the door.

GUIDELINES FOR THE USE OF BOUNCY CASTLES ETC For information-

Organisers of events where Bouncy/Fun Castles are being used should obtain a copy of the Health and Safety Executives Guidance Note PM76 and follow its principles, the main points of which are:

- A) The device must be under constant supervision and control by the operator's/owner's representative or, if left to our Insured, by someone who has received full and sufficient training in the working of the device.
- B) The device must be anchored according to manufacturer's specification and not used in adverse weather conditions outside its recommended safe use limits.
- C) Access to the device must be strictly controlled and spectators must be kept at a safe distance from the device behind a suitable barrier. Restrictions must be enforced on numbers and age mixes using it.
- D) Non-inflatable gym mats or equivalent soft landing material of minimum 3cms to maximum 12cms thickness should be provided to cover any hard surfaces adjacent to all open sides and entrances/exits.