

CROMARTY ARTS TRUST VENUE HIRE TERMS AND CONDITIONS (The Old Brewery)

This Agreement is made between:

Cromarty Arts Trust, a charitable organisation with its principal address at Ardyne House, 19 Bank Street, Cromarty, IV11 8YE referred to as the VENUE MANAGEMENT and

Booking Date:

referred to as the HIRER. Together referred to as the PARTIES.

1. Hire Fee and Deposit

A booking is confirmed only when the agreed hire fee and deposit have been received. A £200 refundable deposit is required.

The deposit may be retained fully or partially if

- damage occurs to the building or equipment
- the fire alarm is activated due to negligence
- excessive cleaning is required
- terms of hire are breached

2. Use of Venue

The venue must only be used for the purpose stated in this agreement.

The hirer is responsible for

- the behaviour of all guests and participants
 - compliance with licensing laws
 - ensuring attendance does not exceed the permitted capacity
- Bedrooms - 22, Cafe Studio - 45, Loft Studio - 45

3. Music and Event End Time

Music must cease by 10pm.

Everyone must leave the building by midnight.

4. Safety and Fire Regulations

The hirer must ensure that

- fire exits remain clear
- fire doors remain closed
- emergency procedures are followed

Candles, fireworks, and open flames are not permitted.

5. Insurance

Hirers delivering workshops, performances or organised events must hold public liability insurance.

Evidence of insurance may be provided on Events Risk Assessment prior to the event.

6. Safeguarding

If the event involves children or vulnerable adults the hirer must ensure • appropriate supervision ratios

- safeguarding procedures are in place
- relevant disclosure checks where required.

7. Kitchen

Basic hire includes tea and coffee preparation only.

Full kitchen use must be agreed in advance and may incur additional charges. The kitchen must be left clean and tidy.

8. Equipment

Any electrical equipment brought into the venue must be safe and PAT tested where appropriate.

9. Damage

The hirer agrees to reimburse Cromarty Arts Trust for any damage caused to the building, fixtures, furniture or equipment.

10. Cancellations

Cancellations for all bookings: Payment in full is due when you book.

Cancellations up to 14 days before check in date will receive a 90% refund.

Cancellations less than 14 days before your check in date will receive 50% refund.

11. Alcohol and Licensing Conditions

Cromarty Arts Trust Venues Alcohol Policy

Cromarty Arts Trust does not hold a premises licence for the sale of alcohol. Alcohol may only be consumed on the premises where it has been brought by attendees for their own personal consumption.

The sale of alcohol is not permitted unless the hirer has obtained a valid Occasional Licence from the relevant licensing authority and provided a copy to Cromarty Arts Trust in advance of the event.

12. Bring Your Own Bottle Events

Where events operate on a Bring Your Own Bottle basis

- attendees may bring alcohol for personal consumption
- alcohol must not be sold by the hirer
- alcohol must not be supplied as part of ticket sales
- alcohol must not be included in entry fees or packages

The hirer is responsible for ensuring responsible consumption and safe behaviour of guests.

13. Age Restrictions

The hirer must ensure that alcohol is not consumed by anyone under 18 years of age. Where an event is open to the public the hirer should operate appropriate age verification.

14. Responsible Management

The hirer must take reasonable steps to ensure

- alcohol consumption remains responsible
- intoxicated individuals are managed appropriately
- alcohol is not taken outside the building into public areas

Cromarty Arts Trust reserves the right to request the removal of any individual whose behaviour is disruptive, unsafe, or breaches these conditions.

15. Music and Film Licensing

If the event includes

- recorded music
- live music performances
- film screenings

the hirer must ensure that any required licences are in place, including where applicable PRS or film screening licences.

Where Cromarty Arts Trust provides a venue cinema screening this will normally be managed by the Trust.

16. Licensing Responsibility

If an event involves

- alcohol sales
- bar provision
- alcohol included in ticket price
- organised alcohol service

the hirer must obtain an Occasional Licence and provide a copy to Cromarty Arts Trust no later than 14 days before the event. Failure to obtain the appropriate licence may result in cancellation of the booking.

17. Liability

Cromarty Arts Trust accepts no responsibility for loss or damage to property belonging to the hirer or guests.

Cromarty Arts Trust accepts no liability for incidents arising from alcohol consumption during private hire events.

The hirer assumes full responsibility for alcohol brought onto the premises by guests.

18. Agreement

By signing this document the hirer confirms they have read and agree to the terms of hire.

SIGNATURES

Signed for and on behalf of the Event Management

Name:

SHARAN BROWN



Date: _____

Signed by the Hirer:

Name:

Signature:

Date: _____