

**Robert Douglas Memorial Institute**

**102 Abbey Road Scone Perth PH2 6RU 01738 551311. SC018130**

[contact@rdminstitute.co.uk](mailto:contact@rdminstitute.co.uk)

**Hall Booking Form**

Type of event to be held

Day  Date  Time of function: From  To

Minimum booking duration is 1 hour. Timings must allow for setting up the event. All premises must be vacated within 15 minutes of the booking time. Any additional preparation time will be charged at the normal hourly rate for the premises used. All applications must be approved by the Management Committee.

Please state which premises will be required (cross as required)

Memorial Hall ( ) Douglas Hall ( ) Robert Hall ( ) Reading Room ( ) Kitchen ( )

Club/Group/Individual making booking

Co-ordinator's name, address, telephone number and email address

Will the booking require a licence? Yes ( ) / No ( )

If licence required, please give Licensee's name, address & telephone number if different from above

Payment is by BACS to Robert Douglas Memorial Institute Sort code: 80 91 28 A/C No: 00311845

If this is not suitable cheques can be made payable to Robert Douglas Memorial Institute.

Deposit of £10 required at time of application. Deposit paid Yes ( ) / No ( )

I accept the terms and conditions of let as per the accompanying notes

Signature

Date

## Conditions of Let

Thank you for choosing Robert Douglas Memorial Institute (RDMI) for your event. The halls operate as a charity and are managed by the RDMI Management Committee. In order to keep these halls in a good state of repair for our community there are several conditions of let. Please ensure you have read these prior to booking the venue.

1. RDMI Management Committee will not be responsible for any loss or damage to personal belongings or equipment. Any inflatables must be placed on a tarpaulin to protect the floor.
2. Hirer will be responsible for halls during time of let.
3. All children under the age of 16 to be accompanied by or left in the care of a responsible adult.
4. No children allowed in the kitchen.
5. Any damage to the halls, furniture and fittings must be reported and paid for.
6. All rubbish to be removed from the halls at the end of booking.
7. Use of the carpark is free with any booking, cars must be parked responsibly, all entrances to the carpark and fire exits must remain clear at all times.
8. No smoking in the halls, cigarette ends must be disposed off in the bin provided.
9. No sanitary products, wipes or nappies to be flushed down the toilets and must be taken away off site.
10. In the event of hirer cancelling the booking the deposit will be retained by RDMI. In the event of the RDMI cancelling the booking, this would only be in exceptional circumstances, the deposit will be returned.

## COVID 19

Currently additional control measures are in place due to covid. All Event Co-ordinators are responsible for the following.

1. Follow all current coronavirus guidance issued by the Scottish Government. Please be aware that this can be subject to change at short notice, keep up to date at <https://www.gov.scot/>
2. Ensure no-one enters the building if they, have tested positive, have been advised to isolate or are showing symptoms of Covid-19. These include a high temperature, a new continuous cough, or a loss, or change to, their sense of smell or taste.
3. Masks to be worn at all times when moving around the building.
4. Collection and retention of attendees contact details for Track and Trace purposes.
5. Provision of hand sanitiser.
6. Any information and directional signs are adhered to.
7. All touch points e.g. doors handles/plates, light switches to be wiped down frequently.
8. Only one person in toilets at a time unless accompanying a child. Door sign to be turned to available/engaged.
9. Windows are to be opened for ventilation, please ensure they are closed at the end of the event.

**Thank you**