

# Lonach Hall – Hirer Summary

“**LHCA** or **Committee**” means the current Lonach Hall Community Association, responsible for the management and operation of Lonach Hall.

“**Hirer**” means the individual or organisation named on the booking form.

“**Hall**” / “**Lonach Hall**” refers to the building and grounds at the Lonach, Strathdon, Aberdeenshire (AB36 8UN).

## Booking & Payment

- Enquiries can be made online.
- A 25% non-refundable deposit secures the booking.
- Full payment is due 28 days before the event (or upfront if booked within 28 days).
- Prices are set in a separate schedule.

## Cancellation

- 28 days: refund minus deposit.
- <14 days: refund only if the space is rebooked.
- Can transfer booking to another date (within 3 months) with 14+ days' notice.
- Refunds take up to 14 days.
- LHCA can cancel in exceptional circumstances (e.g. safety issues) → full refund.
- Not liable for uncontrollable events (e.g. weather, restrictions), but may offer refund or new date.

## Use of the Hall

- Must only be used for the agreed purpose.
- Booking must include all time needed (including setup/clear-down).
- Capacity limits apply (Main Hall 200–225, total max 250 unless approved).
- No subletting without permission.
- Hirer responsible for setup, supervision, and cleanup.
- No open flames (except birthday candles).
- Decorations must not cause damage.

## Insurance & Risk

- LHCA insurance only covers their own events.
- Hirer is strongly advised to have **Public Liability Insurance**.
- Risk assessments required for larger or complex events.
- Hirer is responsible for ensuring proper coverage.

## Health & Safety

- Fire exits must remain clear.
- No smoking/vaping indoors.
- Electrical equipment must be safe and tested.
- Hirer responsible for safety briefing and securing the building.
- Users must be vacated by 1am.

## **Kitchen Use**

- Only if booked.
- No utensils provided.
- Must follow food hygiene regulations.

## **Alcohol**

- Hall is **not licensed premises**.
- Hirer must arrange licences if supplying alcohol.
- No underage drinking.
- If a licensed bar is running, no outside alcohol allowed.
- LHCA can provide a bar (with advance notice, not guaranteed).

## **Cleaning & Housekeeping**

- Hirer must:
  - Clean surfaces, floors and flush all toilets.
  - Empty rubbish.
  - Reset the hall.
- Extra cleaning/damage costs may be charged.

## **Damage & Liability**

- Hirer pays for any damage.
- LHCA not responsible for personal property.
- Not liable for failures (e.g. power, heating, weather disruption).

## **Compliance & Rules**

- Must follow all laws and regulations.
- Committee can refuse or terminate bookings.
- Committee has right of entry for checks.