

Shiskine Hall - Conditions of Hire:

Hirers Name: _____ Date of Hire: _____

1. Shiskine Hall must be left clean and tidy for the next users. This includes:	Please tick when completed
a) Rubbish: All rubbish must be placed in wheelie bins in car park. Please sort /recycle as per info on bins. Please note that after parties or licensed events, all food and drink must be cleared out of the hall that night. Final cleaning may be carried out the following day, by prior arrangement with the committee.	
b) Toilets: Floors, toilets and basins must be washed as required for next hirer. All windows and doors must be left open to ventilate.	
c) Main Hall: Floor must be swept and washed as required .After a licensed event/party , the floor will require several washes and must be allowed to dry between each washing. Please ensure floor is not saturated as this damages the floor seal. Leave windows open for ventilation.	
d) Tables: Please wipe clean and store in table trolley in anteroom.	
e) Chairs: clean as required and store in anteroom –there is a chair trolley to ease strain on backs!	
f) Kitchen: Floor swept and washed, surfaces clean and tidy, any dishes used washed , dried and put away, cooker and fridge to be cleaned if used,	
g) Anteroom: Floors swept and washed as required, window opened and area left tidy for next user.	
h) Lights and Heaters – turned off after use	

The hire cost will be agreed prior to booking and paid in advance. A deposit may be required for certain bookings.

The hirer accepts responsibility for any damages and breakage incurred during their let. A committee member will meet with hirer at hall after event to ensure conditions of hire been met.

GENERAL INFORMATION: (Note any hirer unfamiliar with the hall will be met by a committee member to be shown the ropes!)

Lights and heating switches are in the cupboard in anteroom, behind door through to kitchen. Please use switches on each panel rather than fuse box.

Hot water switches are in the kitchen, above the fridge.

Cleaning materials, bin bags etc are in cupboard under sink **Toilet Rolls** –far right cupboard under stage

Brushes and dustpans are stored in back porch

Mops and buckets – in cupboard in Ladies toilets

First Aid Box – located on kitchen window sill

Please note there is no landline telephone at the hall. Most mobiles get a reasonable reception.

Medical Services - Shiskine Surgery -located at junction of String (B880) and The Rodden road. Tel 01770 860 247 - A & E is located at Arran War Memorial Hospital, Lamlash 01770 600 777

Committee contact tel no's – if any queries or concerns prior, during or after use of the hall.

Diana Turbett 860 427

Carol Brown 860 371

Sheila Gilmore 860 403

Fer Murchie 860 432

On Arrival:- I agree to the above conditions _____ (Hirer's Signature)

On Departure:-

The above conditions have been met _____ (Hirer's Signature)