

# Shiskine Hall

Torbeg, Isle of Arran

## Application for Let

**NB All hirers must be over 21yrs of age on application.**

Name

.....

Organisation (if applicable)

.....

Contact Address

.....  
.....  
.....

Contact Email

.....

Phone: Day

.....

Evening

.....

Day/s and Date/s of Let

.....

*Please note that it is the responsibility of the lessee to inform the hall committee if they have to cancel a session for any reason, eg illness.*

Time:

From ..... To.....

Room/s required

.....

Type of Event

.....

Will this event be licensed .....

If yes, who will be licensee

.....

**PLEASE NOTE THAT SHISKINE HALL OPERATES A STRICT NO SMOKING POLICY IN ACCORDANCE WITH SCOTTISH EXECUTIVE LEGISLATION. IT IS AN OFFENCE FOR ANY HIRER TO PERMIT SMOKING WITHIN THE BUILDING. THE HIRER IS RESPONSIBLE FOR ENFORCING THIS LEGAL REQUIREMENT.**

**Please read the conditions of hire**

I have read the information and agree to abide by the conditions of let, and to pay the agreed charge for the let as follows:

Let charge .....

Signed .....(lessee)

Date.....

Countersigned  
(for Shiskine Hall Committee)

*A copy of this form will be issued to the lessee as confirmation of booking, and the original will be kept on file by the committee.*

*Bookings to Diana Turbett at*

*[dianaturbett@aol.com](mailto:dianaturbett@aol.com)*

*tel 01770 860427*

# Shiskine Hall - Conditions of Hire:

Hirers: Name..... Date.....

1. Shiskine Hall must be left clean and tidy for the next users. This includes:	Please tick when completed
a) <b>Rubbish:</b> All rubbish must be placed in wheelie bins in car park. Please sort /recycle as per info on bins. Pleas 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) <b>Toilets:</b> Floors, toilets and basins must be washed for next hirer. All windows and doors must be left open to ventilate.	
c) <b>Main Hall:</b> Floor must be swept and washed-after a licensed event/party , the floor will require several washes and must be allowed to dry between each washing. Please ensure floor is <b>not saturated</b> as this damages the floor seal. Leave windows open for ventilation.	
d) <b>Tables:</b> Please wipe clean and store in table trolley in anteroom.	
e) <b>Chairs:</b> clean as required and store in anteroom –there is a chair trolley to ease strain on backs!	
f) <b>Kitchen:</b> 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) <b>Anteroom:</b> Floors swept and washed, window opened and area left tidy for next user.	
h) <b>Lights and Heaters</b> – turned off after use	

The hire cost will be agreed prior to booking and may include a deposit for certain events.

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

**Brushes and dustpans** are stored in back porch

**Mops and buckets** – in cupboard in Ladies toilet

**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 and after use of the hall.

**Diana Turbett 01770 860427 Sheila Gilmore 860403 Carol Brown 860 371**

**On Arrival:-** I agree to the above conditions.....(Hirer)

**On Departure:-** The above conditions have been met..... (Hirer)