

## **INFORMATION PACK** **for Morham Village Hall (SC046475)**



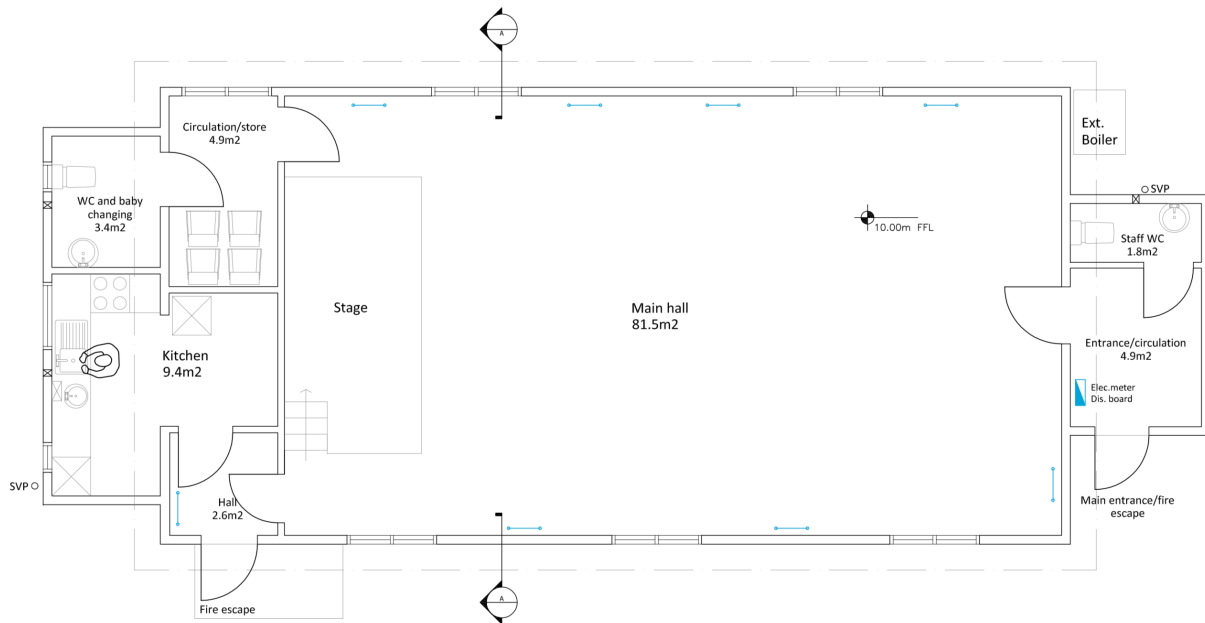
Morham Hall is a much loved community hall in the Parish of Morham, East Lothian, available for use by residents and non-residents; all are welcome. It can be hired for meetings, classes, children's parties, wedding receptions, ceilidhs and a host of other recreational, commercial and leisure events. The building is the valued heart of our small community.



The hall can be found on Main Street, Morham, only a few miles south-east of Haddington, the main civic centre of the county. The property is surrounded by countryside, with particularly stunning views towards the coastline to the north.

There is free parking on the street alongside, with a ramp to the front door providing disabled access. A large, south-facing seating area at the front leads to a popular play area round the back, with swings and rockers.

The hall can be hired for anything from an hour to an entire weekend.



Total floor area  
108.5m<sup>2</sup>  
Floor plan

The hall has full central heating (included in the hire charge), and the main area is a little over 80m<sup>2</sup> and uncarpeted. There is a raised stage with curtain, making it a popular venue for lectures, concerts, open mic competitions and similar events.



Benches, tables and chairs are available to seat up to 70 for meals, and up to 100 for concerts.

There is excellent broadband wifi on-site, available at no charge, and good mobile phone reception in the area.



The kitchen is fully-fitted, with cooker, oven, full height fridge, sink and dishwasher. There is also a variety of cutlery, crockery and mugs. Please check with the Bookings Manager for exact numbers.

There are two toilets, one at either end of the hall. The larger toilet offers disabled access and baby-changing facilities.



## **RENTAL CHARGES**

### Private (Member)

£40 per day / £20 per half day / £5 per hour

### Private (Non Member)

£80 per day / £40 per half day / £10 per hour

### Corporate

£250 per day

### Community/ Charity Event

### By Mutual Agreement

Depending on the nature and length of hire, a refundable Security Deposit may be requested, at the Committee's discretion.

### Licensing

Please note Morham Village Hall does not have a license for the sale of alcohol. Should you wish to sell alcohol at your event, a license must be obtained from East Lothian Council which can take up to 50 days.

# Conditions of Let

1. The following conditions shall apply in the event of the hall being rented:

**a)** The hall can be booked by any person over 21, and will be designated 'the Hirer.' Such a person must be present during the whole period of time the hall is occupied as a result of a rental. He or she will be responsible to ensure that all members of the public have vacated the hall at conclusion of let. The hirer shall check that heating thermostats have not been tampered with and all lighting is switched off. He or she will also be responsible for the general behaviour of those visiting the hall as a result of his or her rental.

**b)** The Hall Committee accepts no responsibility for the loss or damage to any property brought to the hall or its surrounds.

The Hall Committee wishes to raise awareness of the dangers of the public road at the front of the hall and the agricultural area at the rear of the grounds and informs parents or persons in loco parentis to ensure that children are adequately supervised at all times.

The Hall Committee accepts no responsibility for food made and served or food brought to the hall and consumed in the hall.

Food Hygiene Guidance is available from Hannah Stenhouse (Treasurer. tel. 01620829629). Please adhere to this guidance.

Subject to availability, key holders within the Committee may grant access to the hall.

The Hirer will ensure:-

1. Completion and return of a written hire agreement to the Committee.
2. The appropriate payment is made to the treasurer.

**c)** Changes under The Fire Safety (Scotland) Act 2005 require regular hall user groups to practise fire drill every 6 months, the person in charge (usually the hirer) being responsible for this. In the event of fire, the person in charge will be responsible for checking the hall building, that all persons have evacuated the hall, unless his or her life would be put in danger by doing so. Please ensure all fire doors are kept clear at **all** times.

Fire safety precautions and emergency procedures guidance is available from the Secretary. tel.01620824836.

Occasional users should familiarise themselves with how to raise the alarm and position of fire exits in the event of fire.

**d)** Time of entry and departure to be agreed at time of booking and this should be in writing or e-mail to the booking secretary via the hire agreement. Any additional time will incur additional costs.

**e)** Regular user groups are expected to do their own housekeeping, leaving the hall in readiness for the next user.

Organisers of parties or fund raising events should ensure arrangements for housekeeping are agreed at time of booking.

All used bottles and cans must be placed in the recycling bins and not in the general waste bins. Please do be considerate to local residents when emptying the bottles and cans.

When leaving the hall after 11p.m. noise should be kept to a minimum to avoid creating a nuisance to local residents.

**f)** The hirer will be held responsible for any damage to the hall, its furnishings, fittings, accessories or the surrounds, resulting from his or her rental of the hall.

Any damage must be reported and made good at the expense of the hirer to the full satisfaction of the Hall Committee.

**g)** Alcohol may be sold in the hall by prior agreement with the Hall Committee, subject to the hirer obtaining the relevant license from East Lothian Council.

**h)** In order to comply with the Health and Social Care (Scotland) Act 2005, a strict no smoking policy applies throughout the hall.

**i)** Additional seating, if required, will incur an additional charge.

**j)** The Hall Committee has no legal obligation to have a Child/Vulnerable Group Protection Policy. Guidance on this issue for letting groups or individuals is available in The Protection of Children (Scotland) Act 2003.

**k)** The use of a bouncy castle or associated fun fair type equipment is not covered by the hall's insurance policy.

**To inquire about booking the hall, please go to:**

**[www.garvald.org.uk/morham-village-hall/morham-hall-bookings](http://www.garvald.org.uk/morham-village-hall/morham-hall-bookings)**