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Columcille Hall Hire Terms and Conditions of Rental

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Columcille is a day service for adults with learning disabilities and mental health needs. We provide creative activities in workshops and hall from Monday to Friday between 9.00am and 4.00pm. **Our hall is available for regular bookings only** (i.e. weekly or monthly). We do not have the capacity to rent out the hall for one off events.

It is very important that users understand we are a small organisation, and our core task is to provide a regulated care service, that is registered with the Care Inspectorate. We are not able to provide staff to support an event. Once you collect your keys you are responsible for the room you have hired and for making sure everything is closed down and left in the order you found it.

We kindly ask that you do not come to view the premises without an agreed appointment as the space will likely be in use, and our Administrator may not be available.

HALL AND CAFÉ hire:

The venue may be hired **on a regular basis** at the following times:

Monday to Thursday	6pm–11.00pm
Friday	6pm–12 midnight
Saturday	9am–12 midnight
Sunday	9am–11.00pm

Our public entertainment license specifies that hall users must be off site by 11.00pm Mondays to Thursdays and Sundays; and by 12 midnight Fridays and Saturdays.

Please ensure your booking time allows for any setting up before or clearing up after an event and that you can adhere to our licensed times. There may also be other bookings before or after your booking.

HALL: 12m x 12m

Can seat up to 100 people. The hall has a hardwood floor and stage with curtains. Dimensions of stage: 4.5m x 12m x .5m high

CAFÉ: 4.5m x 6m

Can seat up to 16 people. The café is adjacent to the hall and includes a kitchen area (2.6m x 3m) for self-catering.

USE OF EQUIPMENT:

Grand Piano	£30/day
Flip Chart Stand	no charge (supply own pens, paper, flip chart)
Projection Screen	no charge (bring your own projector)

RATES

Hall	£35 per hour. Minimum booking time of 1.5 hours.
Weekend session rate	First 6 hours at hourly rate then subsequent hours at half price.
Café	£50 fixed rate for up to full day use in conjunction with hall.

A 25% non-refundable deposit is required to confirm a booking.

TERMS OF USE

1. The venue is hired unstaffed.
2. We kindly request that all areas are left as found.
3. Cleaning materials are available in store cupboard beside the toilets in foyer. Please mop up major spills and wipe down tables used. If you need to fill the bucket, please use the cleaners sink downstairs near the toilet and do not fill from the kitchen sink.
4. Any breakages or damage to furniture, fixtures, equipment or the fabric of the building must be made known to us and made good and you may be charged for a replacement.
5. The property is cleaned Monday to Friday, 4 – 6pm.
6. Our Public Entertainment Licence enables evening and weekend lets up to 11pm.
7. Our premises have public liability insurance.
8. Our fire and electrical systems are checked regularly.
9. Columcille accepts no liability for damage or loss of property brought into the

building.

10. Anything you bring in for use or consumption is at your own risk.
11. Access to the balcony area is not permitted without prior approval in writing.

MUSIC

1. The hall has an adjoining wall with residential properties, so we do not permit live rock music, DJ's, discos and can only permit live Ceilidh bands that are not bass heavy to play.

ALCOHOL

1. Alcohol is permitted on the premises for your own consumption, but we do not have a licence to permit the sale of alcohol. If you want to sell alcohol at your event you need to arrange your own alcohol licence from Edinburgh City Council. This takes time and needs to be done well in advance of your event.

CAFÉ

1. Food preparation with meat is not permitted.
2. We kindly ask that you bring your own paper plates, cutlery, cups and plates.

HOW TO MAKE AN ENQUIRY / BOOKING

1. Please read and follow these terms of use.
2. Then please enquire by e-mail to hallbookings@columcillecentre.co.uk, to ask about available dates and times. Please tell us a little about the event also. Please allow setting up and tidying up time in your booking.
3. We will respond by e-mail within 7 days to let you know if the booking is possible or not. If it is, we will send you a booking form.
4. If a booking is possible, you will be invited to arrange a time to view to hall before confirming your booking. This must be arranged in advance. We cannot accommodate drop in visits to view the hall.
5. We are aware that sometimes people consider several venues, and we will hold a provisional booking for 14 days. If not confirmed after this, we will cancel the booking.
6. A non-refundable deposit of 25% of final bill is required to confirm a booking. The remainder is payable one week before the event. If due to unforeseen circumstances, we are forced to cancel your booking we will reimburse you the full amount paid.

ACCESS, SECURITY AND RESPECTING NEIGHBOURS

1. Once a booking is confirmed arrangements should be made through the Columcille Administrator regarding becoming a key holder. A £50 deposit will need to be paid when signing out the keys. The Columcille Administrator will need to see photo ID and will retain a copy of this for the time the keys are signed out. Keys will need to be returned at the end of the hire period.
2. Please allow time for the passing on of necessary information, e.g. heating controls, café/kitchen use, burglar alarm and security during hire.
3. Please ensure once your event begins that the main double doors as well as all internal doors are closed.
4. Please ensure that people arriving and leaving your event do not create undue noise around the building entrance that may cause disturbance to our neighbours.
5. If the fire alarm goes off, you must exit the building and call 999. In an emergency call the mobile number in the folder on the piano.

CONDITION OF PREMISES - PLEASE LEAVE ALL AREAS AS FOUND!

1. We have 100 chairs and 6 large and 3 small tables available for use included in the hire. Hall chairs should be stacked against the left-hand side wall, not in front of radiators.
2. Cleaning materials are available in the cupboard by the end toilet in the foyer.
3. If you need to mop up any spillages you should get hot water from the cleaning sink downstairs, not from the kitchen sink. Tip dirty water either outside in the drain or in the toilet, not in kitchen sinks. Use the mop from downstairs at the cleaning sink.
4. If using the kitchen, please read all instructions about use of equipment.
5. Take all rubbish away with you to dispose of.
6. Ensure all lights are switched off before setting the alarm.
7. When locking up ensure all internal doors are closed.
8. If your event leaves our facilities needing more than usual cleaning, we may impose an additional charge for cleaning at a rate of £20 per hour.