



Heritage Hall, Howie Lane  
Peterculter, Aberdeen AB14 0PU

**YOUR CONTACT IS ☎ Callum Stuart**  
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Scottish Charity Number: SCO30474

## TERMS AND CONDITIONS DURING COVID-19

We are required, during the current Covid pandemic to follow Scottish Government/NHS guidelines and procedures. As the Lettee, you are responsible for your members or guests following the rules and act as the “Covid-19 Safety Officer”.

You should be aware of the current Covid Level (currently Level 1 for Aberdeen City and Aberdeenshire) and check the general guidance given on the Scottish Government website [www.gov.scot](http://www.gov.scot).

The Hall is 90m<sup>2</sup> (not including the stage area) - allowing 9m pp for 2m physical distancing in place. The Physical Distanced Based Capacity (PDBC) of the Hall is 10.

You are required to keep a “**TEST & PROTECT RECORD**” for up to the 3 previous weeks. This can be by your own paper copy of who is present, or by using the “Check In Scotland” app- Scan the Code. In the case of localized outbreak, linked to a particular venue, you would be asked to provide these contact details to the NHS.

**OBSERVE SOCIAL DISTANCING – F.A.C.T.S.** – notices are displayed to remind you to follow the guidance. Please use the **Sanitiser** and **PPE** as required

At present, the only permitted uses of the Hall are:

- For funerals and weddings (number limits apply and with 2m physical distancing and with face masks)
- Children’s (under 18) organised activities; sports; uniform groups; baby & toddler groups
- Organised Adult Indoor Activities. Indoor contact sports are not allowed. One off social events (birthday parties ) are not permitted at Level 1.
- The Hall is an “indoor public place”, this allows up to 8 people from 3 households to meet. You must maintain social distancing.
- The Heritage Garden allows for 12 people from 12 households to meet.

For additional security, you should clean/sanitise all contact points before & after your session. For ease, the fogging machine is simple to use but you should wear appropriate mask/gloves/ safety glasses. Details of the Envirosafe product and advice on allergies can be found on the notice board.

Thank You  
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## GENERAL TERMS AND CONDITIONS

### HERITAGE HALL, CULTER

All applications for the use of the Hall should be aware of the following

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- Hall bookings must be confirmed in writing as per the attached application form which requires to be returned before the commencement of the let. The relevant fee will be due any payable unless notification of cancellation is received no less than 48 hours prior to the actual let. A key will be provided and a charge will be made for lost and replacement keys.
- Persons letting the Hall must arrange to have sufficient personnel in attendance to ensure that there is no noisy or disorderly conduct, and to prevent damage to the Hall premises, furniture and fittings therein. No furniture or fittings shall be used for any other purpose that that for which they are provided; nor shall they be removed from the Hall.
- The Trust shall not be liable for personal injury or death, or loss of or damage to the property of the lessee arising from or in connection in any way with the lessee's use of the Hall. Further the lessee shall indemnify the Trust against any and all claims by third parties in such respect. Lessees shall be liable for any losses, and damages caused to the premises, fixtures and fittings during the period of the lease.
- The maximum number of persons to be accommodated in the Hall at any one time is 100.
- The lessee shall be aware of Health and Safety Regulations before using the Hall. It is the responsibility of the lessee to ensure that adequate arrangements are made for responding to emergencies should they arise during the period of the let.
- Children and Young People – Hall lessees must be aware of the requirements of the relevant legislation relating to the safeguarding of children and young people.
- Any Accidents, Incidents or Damage to the Hall facilities requires to be entered in the Accident Reporting Folder which is kept in the kitchen.
- All doorways shall be kept free from any obstruction. The arrangement for seating and tables in the Hall must allow free and unobstructed access to exits. It is the lessee's responsibility to ensure that where disabled persons are present, special arrangements are made for their evacuation in case of emergency.
- A First Aid Box is kept in the right-hand cupboard in the stage area.
- Noise levels require to be monitored both inside and outside the Hall – there are neighbours living close by.

- Adhere to the times for which the Hall has been booked. The Hall must be vacated not later than midnight after an evening function.
- The Hall shall not be used for indoor games of football, cycling or skateboarding. Bouncy castles are not allowed to be used in the Hall or Garden.
- If the Hall is used for a Private Function and alcohol is to be served, this must be included in the price of the ticket/ admission. If alcohol is to be sold, it is the responsibility of the lessee to seek an occasional licence from Aberdeen City Council.

<https://www.aberdeencity.gov.uk/services/business-and-licensing/licences-and-permits/occasional-alcohol-licence>

## HALL USERS

It is hoped that the following points will be helpful when using the Hall. We do welcome your patronage of the Hall and welcome any suggestions as to how we can improve our facilities.

- Heating is pre-set. When you come into the Hall there are switches beside each of the radiators- switch them on and the Hall will be warm within a short period of time. Remember to switch them off. Please do not interfere with radiator thermostats. Windows can be opened but require to be closed at the end of your session.
- Keep all Fire Exits clear in case of emergency.
- When leaving the Hall please make sure that all lights are switched off- including the toilets. Also close all interior doors and check that fire doors are secure.
- It is asked that all chairs and tables are stacked in the store area after use apart from the chairs which surround the walls.
- It is requested that the Hall facilities are left in good condition for the next user so if the floor is needing swept, the brushes etc. are kept in the cupboard in the vestibule. There is also a mop for wiping up spillages- please do not use bleach
- All rubbish, including bottles, must be removed at the end of your session. Please do not put anything in the Hall outside bins.
- An extractor fan is situated above the kitchen sink. There is also a fixed hot water boiler which can be used for larger functions. Please switch all OFF on leaving.
- Car Parking- please use the allocated spaces and if they are all full, there is additional parking on the old railway platform. Please do not park in front of the driveway to the Manse nor at the side of the house (1 Howie Lane) with the wooden fencing.
- No use of sellotape, blue tack or drawing pins are allowed on the walls or woodwork of the interior of the Hall. Notices can be placed on the notice board at the hall entrance.