



MURIESTON VILLAGE HALL ROOM RENTALS

2025/26



This guide tells you what you need to know to book Murieston Village Hall.

We welcome all types of meetings and events in our two rooms, including conferences, theatre, musical performances, exhibitions and family celebrations such as birthdays or weddings, as well as informal events or meetings. The rooms are ideal for community groups and charities, and may also be booked by commercial organisations. Preference is given to regular weekly or monthly bookings.

We are delighted to welcome you to our community space, and we'll do all we can to support your event or meeting to be a success. By using our hall, you're also supporting the local community.

Note that, although Murieston Village Hall is owned by West Lothian Council, it is operated and managed by Murieston Initiative SCIO, a Scottish charity run entirely by volunteers. Please be understanding if we cannot respond immediately to your requests.

Enquiries

For enquiries, please complete the form at:
<https://murieston.org.uk/village-hall-enquiry/>



Glasgow Room



The Glasgow Room (in the direction of Glasgow) is 11.8 x 7.7 metres in size. The ceiling height is 2.3 m with RSJs at intervals below that, and so not suitable for bouncy castles. It can accommodate up to 50 people seated at tables. There is a serving hatch from the kitchen. It is more suited to adult events and events where food and drink are involved.

Edinburgh Room



The Edinburgh Room (in the direction of Edinburgh) is 11.8 x 7.6 metres in size. The ceiling height is 2.3 m with RSJs at intervals below that, and so not suitable for bouncy castles. It can accommodate up to 50 people seated at tables and has a sink in one corner. It is partly carpeted and so more suited to child or fitness activities.



Locker Room



The locker room is suitable for a small meeting of about 6 people. It also has lockers in it so we cannot guarantee you would not be disturbed by someone wanting equipment out of their locker.

Kitchen



The kitchen is 4.85 m. x 3.5 metres in size and has two sinks (washing-up liquid supplied), a hand-washing sink, a multifunction oven, communal fridge/freezer, microwave, 2 kettles, crockery and cutlery. We do not provide tea towels so please bring your own.



Lockers

34 storage lockers are available for annual rental. They are mostly each 56 cm (w) x 52 cm (d) x 104 cm (h) in size. There are also 4 smaller sized lockers.

Sheds

External storage sheds may be available for annual rental by arrangement.



Rates

Room Hire rates depend on whether it is a one-off or regular let and operates on a 3-tier system:

- Tier 1 - commercial organisations/events
- Tier 2 - non-local charities/not-for-profit community organisations/political parties
- Tier 3 - residents and local charities/not-for-profit community organisations based primarily within the boundary of the Murieston Community Council area

HOURLY RATES	STANDARD/ONE-OFF LETS			REGULAR WEEKLY LETS		
Room	Tier 1	Tier 2	Tier 3	Tier 1	Tier 2	Tier 3
Glasgow Room	£20	£15	£12	£18	£11	£8
Edinburgh Room	£20	£15	£12	£18	£11	£8
Meeting/Locker Room	£10	£7.50	£6	£9	£5.50	£4

ADDITIONAL CHARGES FOR ONE-OFF LETS	
Item	Charge
Use of kitchen for drinks only	£0
Use of kitchen for food preparation	£20
Weekend/holiday cleaning charge for parties, etc.	£25

Bookings are made back-to-back with no time in between. Hours booked must include all set-up and clear-up time and you must vacate the room by the end time on your booking.

Regular weekly lets over a term are discounted if paid for the term in advance.

At the discretion of the trustees, free lets may be given to charities who are working towards improvements to Murieston facilities or environment or for events which are specifically for local charity fund-raising.

Storage

ANNUAL STORAGE RATES	
Storage	Cost
Locker	£25
Shed	£700

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LETTING GUIDE AND CONDITIONS

General Principles

- The Village Hall will only be let in line with the constitutional objectives set out in the constitution of Murieston Initiative SCIO and in line with West Lothian Council priorities.
- The Management Committee will actively seek to promote and provide use by local groups and organisations. It will, at all times, aim to take only bookings that have an obvious benefit to the local community and have local participation.
- Priority will be given to not-for-profit community groups which bring benefits to the local community.
- Priority will be given to activities organised, funded or supported by the Management Committee and which promote activities for children/young people, activities for older people, health, participation, education and social activities.
- Charges will be fair and proportionate as defined by the Management Committee, and shall reflect the commitment of access for all.
- The Management Committee will not discriminate on grounds of race, nationality, gender, sexual orientation, disability, spiritual beliefs or age.
- The Management Committee are not permitted to accept bookings for public political meetings outwith election or referendum periods. Please speak to the centre's Service Support Officer for advice before making such a booking.
- Before an election or a referendum, candidates and campaigners have statutory rights to the free use of designated meeting rooms.
- The Management Committee have an obligation to be 'good citizens' and we retain the right to not accept bookings for, or to terminate an agreement with, any hirer that in our view puts our good name at risk.
- Please respect other users of the building and their property.

Standard Terms and Conditions of Hire

By accepting the let you agree to the following terms and conditions.

It is the responsibility of the person booking the let to convey the conditions of let to all individuals participating in or attending the event. Any contravention of these conditions or code of conduct may result in the hirer being asked to leave and the event being stopped.

Arranging the Let

- Core opening times are Monday-Sunday 9am - 10pm.
- The Letting Form should specify all the accommodation and equipment required and the total time (including setting up and clearing up time) for which it is required.
- Your booking will be confirmed by e-mail.
- Please note that Murieston Initiative SCIO reserves the right to amend its charges at any time.



Access to the Building

- Access to the premises will only be permitted at the time shown on the booking confirmation (includes setting up/down) and you must be clear of the premises by the finishing time shown on the booking form.
- Any use of the premises before or after the confirmed times may incur additional charges. If the use overruns by part of the hour, the fully hourly rate will be applicable.
- Additional use before 8am or after 10pm are charged at a minimum of two hours. These charges are West Lothian Council charges and are not a charge the Management Committees are implementing. These charges will be in addition to the room let charge.
- Groups will have access to the room/s they have booked plus communal spaces but no other bookable spaces.
- **Statistics:** At the end of the let, you must sign out at the foyer desk. It is essential that all groups do this as it is used by West Lothian Council to monitor usage of the Hall.

Responsible Person in Attendance

- The person named on the booking form as the 'Responsible Person in Attendance' **must** be in attendance for the duration of the let and must be over 18 years of age.
- This person will be held responsible for the behaviour of any other person he/she admits to the building.
- This person will be responsible for following the Fire Safety Procedure in the event of a fire.
- This person will be responsible for ensuring **all** the activity participants are accounted for in the event of emergency evacuation.

Payments/Deposits

- Payment for occasional use of Murieston Village Hall must be received in full prior to the event. This secures your booking and will not be refunded if you cancel your let at short notice or do not attend.
- A **refundable deposit** of £100 may be required (at the discretion of the Management Committee) where a booking is made for private/commercial lets/parties or for functions that involve the consumption of alcohol. This will be refunded after the event on condition that no damage has been incurred, that waste has been taken away and premises have been left in a satisfactory state.
- Sessional (annual) term lets will be invoiced and should be settled within 30 days.

Damage

- Any damage which occurs to the property or equipment during the let, accidental or otherwise, will be the responsibility of the person named as 'Responsible Person in Attendance' on the letting application.
- Notification of any damage should be made to the Management Committee immediately.
- Damage charges may be levied at the discretion of the Management Committee.



- Please do not use staples, drawing pins, sticky tape or other adhesives on the walls, paintwork, windows, floors or other surfaces (they cause damage); only use blu-tack for notices or decorations.

Cancellation of your Let

- To cancel or amend a let 5 working days' notice must be given. The full letting charge may be incurred if the required notice is not given.
- If the Management Committee are advised that any required licences are not in place the booking will be cancelled. The letting fee will not be returned.
- On rare occasions, it may be necessary to cancel a let or change the accommodation to be used. Should we need to cancel your let, you will be given the maximum amount of notice possible for any changes. We will endeavour, where possible, to give more than 1 weeks' notice.
- Emergency/adverse situations may require shorter cancellation notice periods.

Youth and Vulnerable Adult Activities

- **Ratios:** where the centre has been booked for an event involving children/young people under 18 years a ratio of 1 adult to 8 young people must be adhered to at all times. A list of adults supervising must be submitted to the management committee prior to the event. Ratios will vary dependent on activity and age group.
- **Child Protection:** any group or individual working with children/young people must meet the regulatory and statutory conditions set by Disclosure Scotland.
- It is the responsibility of the lead booker to ensure that all current Child Protection and Vulnerable Adult regulations are being adhered to.
- **Kitchen:** Persons under the age of 16 are not permitted within the kitchen unsupervised.

Catering

- Food should only be prepared on the premises with the prior approval of the Management Committee.
- A copy of a Food Hygiene certificate must be submitted to the Management Committee before the event.
- It is your responsibility to leave the kitchen facilities clean and tidy.

Removal of Waste

- For one off bookings or large parties, all waste/litter generated during the booking must be removed from the premises. Black bags will be provided to you – place your waste in the black bags provided and take with you when you leave.

Storage and Cleaning

- The use of storage or equipment is prohibited unless permission is specifically granted by the Management Committee – storage charges may apply.
- Following the end of a let period, the Management Committee reserve the right to discard any unclaimed items/supplies/paperwork. Attempts will be made to contact the lead booker for a period of 30 days after the final letting date in an effort to



arrange collection. Communication will be made via the channels provided on the let form (e.g., phone, email)

- Rooms must be left clean and tidy as they are found.
- Furniture and equipment must be wiped clean and returned to original positions after use.
- All litter and catering created during the booking must be appropriately deposited/removed from the premises.
- Furniture must be wiped clean before leaving the room(s).
- On arrival, if a room or hall is not fit for purpose, it is up to the lead booker to make the decision to commence with the let or not. If there are any issues, please report it to the Management Committee **immediately**.
- If used, the kitchen must be left clean with work surfaces and sinks wiped down.

Alcohol

- The consumption of alcohol is strictly prohibited except for approved events either organised/approved by the Management Committee or where a licence has been obtained and submitted to the Management Committee.
- Any request for alcohol to be consumed must first be approved by the Management Committee.
- The lead booker will be expected to comply with the conditions of the licence.

Insurance

- Murieston Initiative SCIO does not hold insurance to cover your group. If the group or an individual hirer does not hold insurance, all claims will be against the group or hirer as appropriate.
- **Public Liability Insurance:** Your group is advised to arrange your own Public Liability Insurance.
- If the event is open to the public the lead booker is responsible for ensuring that a copy of their Public Liability Insurance is submitted to the Management Committee before the event takes place.
- **Contents Insurance:** Equipment held by groups in the centre is not covered by insurance; each group is responsible for providing their own contents insurance.

Licences

- The lead booker is responsible for obtaining all necessary licences to carry out their proposed activity in the building.
- Murieston Initiative will have to cancel or postpone events/activities which are not properly licensed.
- It is a criminal offence not to have the appropriate licence in place.

Please refer to the West Lothian website for guidance:

<https://www.westlothian.gov.uk/article/34764/Licences-Permits-and-Permissions>

Most licences take a minimum of 35 days to process - allow sufficient time to get your licence in place.



Inflatable Bouncy Castles: the lead Booker does not require a P.E.L if the bouncy castle is for a private function (e.g., children's party); however you may require a licence if it's for a public event.

Murieston Initiative has a **Music Licence** for community use but commercial organisations must obtain their own. Details may be obtained from PPL/PRS: <https://pplprs.co.uk>

The following licences are not provided by Murieston Initiative SCIO. They may be required and it is the responsibility of the lead Booker to obtain them:

- **Public Entertainment Licence** from West Lothian Council must be in place for some events and activities:
<https://www.westlothian.gov.uk/article/34766/Events-Licensing-Requirements>
- **TV Licence** from the UK Government: <https://www.gov.uk/tv-licence>
- **Cinema Licence** from West Lothian Council:
<https://www.westlothian.gov.uk/article/34764/Licences-Permits-and-Permissions>
- **Alcohol License** from West Lothian Council:
<https://www.westlothian.gov.uk/article/34765/Alcohol-Licences>

If showing TV, a music licence is also required:

<https://www.gov.uk/licences-to-use-music-on-television>

If showing films, a film copyright payment is also required:

<https://www.independentcinemaoffice.org.uk/advice-support/what-licences-do-i-need/film-copyright-licensing>

If providing food, a Food Hygiene certificate may be required:

<https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

Lets for Martial Arts/Contact Sports

These will be granted only to bona fide organisations recognised by the Scottish Board of Control for Karate or the Martial Arts (Standards Agency).

Lost Property

Murieston Initiative SCIO does not accept responsibility for the loss of property belonging to users. Lost property will be disposed of after 30 days.

Car Parking

There is no parking directly at the building. Cars may be parked at Livingston South railway Station. Walk to the hall through the tunnel next to the station lift. Please park responsibly.

Health & Safety

- **Risk Assessment:** It is the lead Booker's responsibility to ensure that the activities that the group are participating in have been risk assessed and that risk assessments are kept up to date. The person named on the booking form as the person in charge must carry out a risk assessment, taking into account the requirements of group members paying particular attention to disabled members, elderly members and children.



- **Accidents:** In the event of an accident it is the responsibility of the 'Responsible Person in Attendance' to ensure that the injured person receives appropriate medical attention and that there is adequate supervision of other members of the group.
- All accidents should be reported to the Management Committee as soon as possible after the incident has occurred.
- **First Aid:** user groups are responsible for supplying their own first aid equipment.
- **Fire:** Please make yourself aware of fire evacuation notices and position of emergency exits. Fire exits and fire corridors must be kept clear at all times. Fire doors must be kept closed at all times.
- **Entrance and exit doors** should not be wedged open - this ensures the building is kept secure and reduces the fire risk.
- **The entrance hallway** should be kept clear of all equipment and furniture which has not been authorised to ensure clear fire exits from all rooms.
- In the event of a fire drill or emergency, it is the responsibility of the 'Responsible Person in Attendance' to ensure that an accurate tally of the numbers attending is kept in the event of a fire drill or emergency and to advise members of the fire safety procedures. A copy of procedures are included below.
- **Pyrotechnics / smoke machines:** are prohibited in the Village Hall
- Please contact the Management Committee for permission/use of any heat generating source.
- The use of **candles** and **indoor sparklers** is strictly prohibited.
- Contact the Management Committee for permission/use of any heat generating source.
- **Smoking/Vaping:** There will be no smoking/vaping anywhere on the premises and smokers/vapers must refrain from smoking/vaping at entrance/exit areas.
- **Helium Balloons:** Please do not bring helium balloons into the building – if left in the building they can set off alarms.
- **Equipment:** it is the lead booker's responsibility to ensure that any equipment brought onto the premises meets current safety legislation. All electrical equipment must have a current **P.A.T. Certificate**. A copy of the current certificate must be provided before the booking commences. If you do not have a copy of the current PAT test certificate, you will not be able to use the equipment under any circumstances. This includes third party participation, inflatables, disco equipment, where the third party **MUST** show both the necessary certification and Public Liability Insurance prior to the start of the event.
- **Kitchen Equipment:** Use of equipment in the kitchen is at your own risk. Murieston Initiative will not be responsible for inappropriate use of such equipment. In particular, please ensure young people and children are supervised when using microwaves, ovens or any other heat producing equipment. Such equipment must not be moved while hot.
- **Room Capacity:** Please do not exceed the room capacity for the space you have booked.



PREVENT

West Lothian Council is now required by legislation to ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. To support this requirement, identification (drivers licence or passport) may now be required by the person making the venue booking. Concerns will /can be escalated to the Anti-Terrorism Hotline on 0800 789 321.

Wherever there may be an immediate threat of action or risk of harm dial 999 and ask for the Police.

Code of Conduct

1. Those attending any event within the Village Hall must, at all times, comply with any instructions given by centre staff in relation to health, safety or security matters.
2. Individuals must not cause offence and are required at all times to be considerate and respectful towards others.
3. All individuals involved in the Village Hall lets are required to act in a way that is compliant with the law.
4. Individuals attending the centre must not be under the influence of alcohol or drugs. Alcoholic beverages must not be brought onto or consumed in the centre unless permission is specifically granted by the Management Committee.
5. Noise level must be kept at a level so as not to interfere with other activities in the centre or neighbouring buildings.
6. Offensive or intimidating language or behaviour should not be used.



PRIVACY NOTICE

Information held about you

Murieston Initiative SCIO will collect the following personal information about you and your group:

- Group Name (where applicable)
- Name of applicant, responsible person and treasurer
- Address of responsible person
- Telephone number and/or email address of applicant, responsible person and treasurer

We will use this information to send your payment invoices and contact you with queries or information required for your event booking.

- **Who is processing my data?:** All personal information is held and processed by Murieston Initiative SCIO in accordance with data protection law.
- **How will we use information we hold about you?:** We will use your information in order to process your request to book an event.
- **Who we will share your information with?:** Your information is shared with the Management Committee of Murieston Village Hall.
- **How long do we keep your records?:** We keep a record of your information for 5 years after your booking.

Providing accurate information

It is important that we hold accurate and up to date information about you in order to arrange your booking. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

Your rights

You have a number of rights under data protection law, including the right to request our information and to request that the information be amended if incorrect or, in some circumstances, erased.

To make a request for information, amendment or erasure, you will need to put your request in writing to the Data Protection Officer, Murieston Initiative SCIO

Email: villagehall.bookings@murieston.org.uk

Further information

If you have any questions or concerns about how your information is used, please contact the Data Protection Officer, Murieston Initiative SCIO

Email: villagehall.bookings@murieston.org.uk

More information about data protection and how it applies to you, including how to make a complaint, is available from the Information Commissioner's Office or from <https://www.gov.uk/data-protection>



FIRE EVACUATION PROCEDURE



Important Change From July 2023, the Fire and Rescue Service no longer automatically attend alarm call outs to community buildings. Before attending, they now require confirmation that there is a fire or signs of fire.

The **ADDRESS** of this building is: Murieston Village Hall, Murieston West Road, Livingston EH54 9HZ

The **FIRE ASSEMBLY POINT** is on the grass triangle between the hall and the Livingston South Station.

In the event of **DISCOVERING A FIRE or SIGNS OF FIRE:**

- ✓ Immediately **ACTIVATE THE FIRE ALARM** by breaking the glass at the nearest fire alarm point.
- ✓ **EVACUATE** the building
- ✓ **Dial 999** - ask for the Fire and Rescue Service stating the building address.
- ✓ If there are no West Lothian Council staff onsite phone one of the numbers below to advise that a fire has been discovered
- ✓ (**Note:** when the fire alarm goes off, the council's alarm receiving company will also attempt to contact a West Lothian Council Officer)
- ✓ You should only return to the building once a WLC staff member or Fire and Rescue Service give **AUTHORISATION** to do so.

In the event of the **FIRE ALARM GOING OFF** but there are **NO OBVIOUS SIGNS OF A FIRE:**

- ✓ You must still **EVACUATE** the building (even if it was set off accidentally)
- ✓ Gather at the **FIRE ASSEMBLY POINT**
- ✓ If there are **NO WLC STAFF ONSITE** (ie you are a self-access group) you should phone a WLC staff member to advise them that the fire alarm is going off.
- ✓ WLC Staff will then need to attend to determine if there is a fire/sign of a fire. If so, they will phone 999.
- ✓ (**Note:** when the fire alarm goes off, the alarm receiving company will also attempt to contact a West Lothian Council Officer)
- ✓ You should only return to the building once a WLC staff member or Fire and Rescue Service give **AUTHORISATION** to do so.



FIRE EVACUATION PROCEDURE:

- ✓ On hearing the fire alarm everyone must leave the building in an orderly manner by the nearest **EXIT DOOR ROUTE** and close all doors behind them.
- ✓ Report to the **FIRE ASSEMBLY POINT**
- ✓ Group leaders must take the **GROUP REGISTER** and immediately check off all present against the register once at the assembly point. All group leaders must keep a fully up to date register of group members.
- ❑ **DO NOT STOP** to collect personal belongings including coats, bags etc.
- ❑ Individuals **SHOULD NOT** attempt to re-enter building.

If anyone is unaccounted for inform the Fire and Rescue Service IMMEDIATELY on their arrival.

GROUP RESPONSIBILITIES

Group Leaders must ensure:

- They have a copy of this document printed off (or as a photo on their phone), and familiarise themselves with the **appropriate exits**.
- Members are informed of the above procedures at the start of each session
- Members/attendees know where **FIRE EXITS** are located.
- A Register of Attendance is kept for each session / meeting.
- They arrange a **Fire Evacuation Drill** at least **once per year**.. Arrangements should be made with the Service Support Officer or Customer and Facilities Assistant to activate the fire alarm for this purpose.
- A **Personal Evacuation Plan** is created for any disabled members.

WEST LOTHIAN COUNCIL STAFF: Contact Details

Customer and Facilities Assistant: Carolann Dick 07768 888 418

Service Support Officer: Peter Christie 07748 930 473

Crofthead Community Centre: 01506 411033

MURIESTON INITIATIVE SCIO: Contact Details

Gordon Connolly: 07379 473 066