**Strathpeffer Community Centre**

**Terms and Condition of Hire**

Responsibility of user

Persons or organisations, to which the let is granted, will be held responsible for good conduct of all present during the let.

A responsible adult must accompany all user groups.

The users are only permitted to enter the room(s) specifically agreed on at the time of booking.

The hirer shall indemnify the Community Association for the cost to repair any unnecessary damage done to any part of the property including the contents, during the time of hire.

User groups are responsible for the setting up and putting away of all equipment used during the time of hire.

The hirer is responsible for leaving the rooms/facilities used, and surrounding areas outside the Community Centre clean and in the manner found. The floors must be swept, any spillages must be cleaned and any contents, which may have been temporarily removed from their usual position, replaced.

If using the kitchen, all work surfaces and sinks must be wiped down and dried, the floor must be brushed and bin emptied. Wheelie Bins are situated at the rear of the centre; each user group may leave one black bin liner full of rubbish in these bins. The hirer should remove any rubbish in excess of this.

Drivers must not park in the Medical Centre Car Park or in the Bus bay at the front of the school, this is for buses and emergency vehicles only.

You may only use the rooms stipulated & agreed in the terms of your booking form, and must keep an updated register of attendance for evacuation roll call purposes.

HEALTH AND SAFETY

The hirer will be responsible for the observance of all regulations appertaining to the premises stipulated by Fire Regulations. The hirer must ensure that Fire Exits are accessible at all times.

No candles other than candles on a cake may be burned in the Centre.

The Community Centre operates a strict No Smoking Policy.

No alcohol is to be consumed by any person under the age of 18 anywhere within the building and the immediate vicinity.

The hirer shall not use the Community Centre for any unlawful or unauthorized proposes. The hirer must not bring into the premises anything that may endanger other users or render ineffective either in whole or in part of the Insurance Policies covering the Community Centre.

All Lets working with children under 16 or vulnerable adults, must have at least 2 adults in charge who have enhanced disclosure checks and a child protection policy.

Each group using the centre must have, and be prepared to submit, a hazard checklist/risk assessment for their group and/or activity.

The hirer will be responsible for those attending the booking for compliance to any current Covid – 19 health and safety guidance with in the Centre.

CANCELLATION POLICY

Cancellation of a session less than 48 hours prior to the let will be subject to 50% of the full charge.

Regular users must give two weeks’ notice of holiday periods where lets are not required or permanent termination of their let. If notice of holiday periods is not given the let will be subject to 50% of the full charge.

Management reserve the right to cancel or refuse a let if they deem it necessary to do so.

On the termination of a let any items previously stored within the centre must be immediately removed – failing which Management reserve the right to dispose of such items as deemed fit.

CONDITIONS OF HIRE

Any event, at which alcohol is available, will be subject to specific authorization from the Board of Directors, provided a separate written request is made. In the absence of this permission - NO ALCOHOL WILL BE ALLOWED ON THE PREMISES.

No dark soled training shoes are to be worn in the Main Hall.

Every effort must be made to avoid dragging any equipment or furniture across the floors.

The primary school has priority over the main hall during term time, Monday to Friday, 9.00-4.00pm.

All keys must be left at the office or replaced where kept. No equipment to be left outside cupboards unless previously agreed.

No responsibility accepted for items of any kind lost or damaged whilst left at the centre. Any items owned by user groups must be insured by them.

The Board of Directors will have the right to establish supervisory requirements for any event. Any such requirement will be the responsibility of the organising person or group.

All booking must be paid in full prior or on the day of the let unless we have agreed to invoice. Non-payment of fees will result in further financial penalties and inability to use the facility until payment is received.

Where invoicing is agreed, said invoice must be paid within in 31 days of invoice date. Non-payment of invoices will result in further financial penalties and inability to use the facility until payment is received.

Adherence to current Covid- 19 guidance implemented by the Centre is expected to be upheld.

Any breach of the foregoing conditions may prejudice future applications.

**PLEASE NOTE:** Strathpeffer Community Centre does not provide insurance cover other than Public Liability. The Management Committee strongly recommends that for the protection of group members hiring its facilities, the group has Public Liability Insurance to cover injury and property damage to third parties as a result of their negligence.

The Management Committee is not responsible for any equipment or valuables left in any part of the premises. It is

requested that each organisation take responsibility for the safekeeping of valuables, etc.

Please look after this facility – it is here for your enjoyment.