



## **Venue Hire Gorebridge Beacon Terms and Conditions**

### **Terms and Conditions**

For these conditions, the term **Trust** shall mean the Gorebridge Community Development Trust – The Beacon. For these conditions, the term **hirer** shall mean an individual hirer, or, where the hirer is an organisation, the authorised representative as listed in the Application for Use/Hire.

Hirers are asked to respect the facilities provided by the Trust. This is a community owned venue which is a valuable resource in our community maintained partly by staff and volunteers.

### **General Terms and Conditions**

1. Please familiarise yourself and the members of your group with the Fire Regulations and Precautions in the building.
2. Notices detailing fire action and evacuation procedures are displayed in all rooms.
3. When making your booking please make sure you allow yourself enough time for preparation and clearing up so that sessions do not overrun (see 'Overrun policy', section 12 below).
4. Please leave the premises as you would wish to find them by clearing away equipment and disposing of litter.
5. To protect and preserve the floor in the main hall only indoor soft soles, non-marking shoes should be worn for playing sports.

### **Specific Terms and Conditions**

1. The hirer will, during the period of hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage and the behaviour of all persons using the premises, whatever their capacity.
2. Hirers will ensure there is one responsible adult for every 10 children.
3. The hirer shall not use the premises for any purpose other than that described in the hiring agreement.
4. The hirer shall be responsible for obtaining such licences as may be needed whether for the sale or the supply of alcoholic beverages or for the performance of entertainment and/or other such activities for which authorisation is required.
5. If activities involve the supervision of children or other vulnerable persons, it is the responsibility of the hirer to ensure that all requirements of Disclosure Scotland PVG Scheme are complied with.
6. The hirer shall ensure that sub-contracted activities such as mobile discotheques, bouncy castles etc are fully insured against public liability for their



- operation. **The Trust will ask for copies of this insurance before event.**
7. The hirer shall indemnify the Trust for the cost of repair of any damage done to any part of the property or the contents of the building which may occur during the period of hiring, because of the hiring.
  8. At the end of the hiring, the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition and any contents which have been temporarily removed from their usual positions properly replaced, otherwise the trust shall be at liberty to make an extra charge.
  9. The hirer shall ensure that all children on the premises are under adult supervision at all times with particular care taken on entering and exiting the building.
  10. The space will be provided to the hirer in a clean and functional condition. It is the responsibility of the hirer to return the premises to an equivalent condition at the end of the hire, including sweeping/mopping the floors.
  11. It is the responsibility of the hirer to ensure that any rubbish accumulated during the hire is removed from the room space and taken away after the event.

**Overruns policy:**

**All booking durations are inclusive of set up and clear up time. A discretionary 15-minute grace period may be allowed for minor delays, subject to availability.**

Any overrun beyond the grace period will incur a minimum charge of 1 hour. This will be charged as follows:

- Children's parties with bouncy castle - £60 per hour
- Children's parties (hall only) - £40 per hour
- Evening bookings scheduled to end by 10pm - £60 per hour
- Evening bookings scheduled to end after 10pm - £80 per hour

If the overrun affects subsequent bookings, the hirer will be liable for any costs or refunds required.

An invoice will be issued and must be paid within 7 days.

Persistent overruns may result in refusal of future bookings.

12. The booking made herein will only become valid and confirmed upon receipt of a fully completed booking form and the required payment. **Balance must be paid 14 days before event.** If a confirmed booking is cancelled, the following charges will apply:

Cancellation 14 days before event: full refund, minus £20 admin fee.

Cancellation 13 - 8 days before event: deposit nonrefundable

Cancellation 7 days before event: no refund.



13. The Directors of the Gorebridge Community Development Trust (referred to hereafter as GCDT) or their representatives shall not, under any circumstances, be responsible for the loss or damage to goods, property or personal effects on the premises. It is recommended that each group using the premises make their own arrangements for the safekeeping of valuables.
14. Lessees will be held responsible for any damage to the property or fittings. The introduction of any additional structure, electrical equipment, decorations or poster by the lessees, shall be subject to the approval of the Management.
15. No claim for damages shall lie against the GCDT or its representatives for the failure of the lessees to obtain occupancy to the premises arising from any cause not under the control of GCDT.
16. GCDT reserve the right to refuse or cancel the let. (In such cases, the lessee will be given notice of cancellation as early as possible). Sub-letting is strictly forbidden.
17. Nothing shall be done or brought within the premises, which in the opinion of the Management, involves extra risk to the property or public safety.
18. Booking must be in writing on the prescribed form. Cancellations must also be in writing.
19. The Management is empowered to close the doors against further admission when considered necessary for the maintenance of order and for safety or for any other reason. The person in charge may also terminate a let for the same reasons.
20. GCDT or their representatives will determine a maximum number of people allowed at any function. The number of people permitted being subject to safety and fire regulations in force at the time.
21. In accordance with the law, No Smoking is permitted anywhere on the premises.
22. Where children or vulnerable people are involved the lessee must have a current Child Protection Policy and appropriate insurance in place. It is imperative that there are an adequate number of adults in attendance to supervise children effectively following guidelines laid down by the Care Commission.
23. **Cancellation – full fees will be charged if cancellation is less than 7 days before let. See point 12.**

### **Section 5: Access & Equipment**

1. Hire of any room or part of the main building does not assume access to any other part of the building. Access arrangements will be noted in booking confirmation.
2. Equipment: detail of resources which can be offered will be noted at confirmation of booking. The trust will agree on confirmation of booking prior to date of use.
3. Trust takes no responsibility for any items left in building.



## **Section 6: Payment**

**Block bookings:** Block booking invoices are raised in advance for the first invoice and thereafter monthly in arrears – payment by BACS on receipt of invoice.

**Single Hire:** Invoices will be issued for single bookings – payment is required no later than 14 days before the event.

**It is the hirer's responsibility to ensure that they have read and understood these terms and conditions. Booking forms cannot be processed unless the terms and conditions have been agreed. Therefore, if a completed booking form is held by the Trust then agreement is assumed.**