



## CONDITIONS OF LET

### SMOKING IS NOT ALLOWED IN ANY PART OF THE BUILDING

This Centre is for the benefit of all the residents of Gatehouse of Fleet and is run by a voluntary Management Committee. The success of this community asset depends up the co-operation of all users in seeing that activities are responsibly supervised and the property looked after.

1. All applications for hire shall be made on the appropriate application form and the facilities must not be used for purposes other than those stated on the application form. The Hirer must be at least 18 years of age.
2. Where an organisation is named on the application form that organisation will be jointly liable with the Hirer under these conditions.
3. The Hirer shall ensure they have obtained all the necessary licences for their activity.
4. It is the responsibility of the Hirer to familiarise themselves and their party with the fire procedures which are displayed in the building and to note the position and method of use of the fire extinguishers.
5. Hire charges will be in accordance with the pricing policy operating at the time of let.
6. If the stage is to be used, a deposit of £20 will be required which is refundable when the stage is returned to its storage position at the end of the Hire.
7. In the event of a cancellation by the Hirer of a confirmed booking, a cancellation charge may be made at the discretion of the Management Committee.
8. Hirers are responsible for maintaining good order and behaviour throughout the term of the hire.

9. The Hirer shall leave the Community Centre in a clean and tidy condition. Special cleaning charges may be levied where the cleaning of the premises requires more than normal working time.

10. It is the responsibility of the Hirer to remove all rubbish related to their Let of the Centre.

11. It is the Hirer's responsibility to ensure that all equipment or property brought into the building is in a safe and sound condition and complies with all relevant safety regulations. The Management Committee reserves the right to exclude any equipment or property that it deems unsuitable.

12. The Hirer will be held responsible for any damage to the Centre or its property arising from the Let and will be liable for all costs incurred to repair such damage.

13. Hirers are asked to ensure that there is no waste of electricity or water and to ensure that all heaters, lights and taps are turned off and to leave the building locked and in a secure condition.

14. Access codes (if required) will be provided a few days before the booking date and must be kept confidential to the hirer. If the key is removed from the key safe it must be returned and the lock scrambled

15. The Management Committee will ensure the compliance of the Conditions of Let and has the right to terminate or refuse admission at any time.

16. The Management Committee reserves the right to cancel any booking at any time and will not be liable for any loss or damages arising from such a cancellation.

17. Without limiting any other aspect of these conditions, the Hirer will indemnify the Management Committee from and against all actions and claims, including loss of property belonging to the Hirer or other users. Hirers are strongly advised to ensure that they take out suitable insurance to cover themselves for making good any damage or meeting any claim for personal injury arising from the event for which the organisers could be held responsible.

18. Any dispute which may arise shall be settled by the Management Committee whose decision will be final.

Hall Capacity:- Close seating 180, At tables 82, Dancing 120