



1. INTRODUCTION

- 1.1 The purpose of this document is to outline the conditions which apply to the letting of accommodation at the **Phoenix Centre, 5 Monymusk Place, Drumchapel, Glasgow G15 8JH.**
- 1.2 **Drumchapel L.I.F.E**, the Centre's Managing Body, is committed to providing a service at the Phoenix Centre which provides a range of opportunities for people to experience a variety of activities, engage with new activities and experiences and enjoy using the Centre and its facilities. We are committed to making the Centre and its facilities accessible to people of all ages, genders, abilities, races, nationalities, backgrounds, origins and preferences and to providing maximum benefit possible to local people and the local community. We ask that all users of the Centre respect others' differences and use the Centre in a manner which does not in any way harm or upset others.
- 1.3 Individuals, groups, organisations or companies letting accommodation at the Centre must agree and adhere to the conditions as laid out below. Drumchapel L.I.F.E, the Centre's Managing Body, reserve the right to refuse lets to any individuals, groups, organisations or businesses who either do not agree or adhere to or who have breached these conditions.
- 1.4 Drumchapel L.I.F.E will regularly review these conditions and any changes to these will be brought to the attention of all users of the Centre and its facilities.

2. CONDITIONS

- 2.1 Drumchapel L.I.F.E may, on rare occasions, have to cancel lets due to unforeseen circumstances or due to one-off events. Drumchapel L.I.F.E, where practicable, will inform you of this, giving you two weeks' notice.
- 2.2 Individuals, groups, organisations or companies using the Centre will, during the period of any let, be responsible for ensuring the Centre, its fabric and contents and Centre staff are treated with respect and that adequate supervision of people using the Centre is in place, such that any deliberate damage to the Centre's fabric, fittings or contents is avoided.
- 2.3 In the event of damage to the Centre's fabric or contents and any loss of Centre fittings or contents as a result of the actions or negligence of any person using the facilities during the period of any let, the hirer will be responsible for the full repair or replacement of said fittings or contents. Accidental damage is excluded from this condition.
- 2.4 The hirer shall not sub-let the premises during the period of the let to any other individual group, organisation or company for any purpose.
- 2.5 The hirer shall not use the premises for any unlawful activity or allow others in their charge to do so. In addition, the hirer shall not carry out any activities on the premises or allow the commission of any activities on the premises which in any way put any user of the Centre at risk to their safety or physical or mental well-being.



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- 2.6 The hirer is responsible for providing any insurance cover necessary to cover the nature of activities they are carrying out in the Centre. The hirer will be required to produce any necessary insurance documentation for inspection by Drumchapel L.I.F.E prior to lets being approved and annually at the renewal date.
- 2.7 In respect of any activities which involve children under the age of 16 or people from vulnerable groups, the hirer must have undergone the necessary clearances and produce the relevant documentation to Drumchapel L.I.F.E prior to the agreement for any let.
- 2.8 Fees for hire of the Centre or any spaces therein are set by Drumchapel L.I.F.E and are based on the spaces being hired, the nature of the activity which will be undertaken, the duration of the hire and the status of the group, organisation or company hiring the space.
- 2.9 Drumchapel L.I.F.E will have the discretion to agree to free lets for certain groups to use the Centre, usually for an agreed limited period which may, in certain circumstances, be extended. This discretion will be exercised on the basis of the financial and constitutional status of the hirer and the extent to which their activities provide community benefit, particularly for local residents who are at the greatest disadvantage.
- 2.10 The hirer shall, at the end of a let period, be responsible for leaving the Centre and surrounds in a clean and tidy condition and be responsible for those leaving the Centre following the period of let, doing so in a quiet and orderly manner, respecting the Centre's neighbours.
3. **CANCELLATION**
- 3.1 Should you wish to cancel your event please contact the Centre. Refunds will be considered at the discretion of Drumchapel L.I.F.E. Refunds are non-refundable if cancelled within one week of event taking place.
4. **BOARD OF DIRECTORS STATEMENT**
- 4.1 The foregoing conditions are designed to help you get the best use of the Centre and its facilities and to maximise your safety and enjoyment in using the Centre. If you have any queries about any of the conditions or any other matter about the Centre, please contact the Manager at Drumchapel L.I.F.E on 0141 944 6004. We will be delighted to help you.
- 4.2 By signing the Booking Form, you are declaring the following:
- Read and Understood the Conditions of Let
 - Agreement to Payment Terms
 - Read and Understood Health and Safety Guidelines