

## General Terms & Conditions

*The following Terms & Conditions (T&C) apply to the letting of spaces within the building and boundaries of the Strathmore Community Hub (SCH) and are deemed to be part of the contract agreed by signing either the One-Off/Block Booking or Long Term Room Rental Forms.*

### Booking Times

1.1 The SCH is typically available at the following times MON, TUES, THURS, FRI:

9am – 5pm

7pm – 9pm

If you wish to hire rooms outside these times or at weekends, please speak to us, availability will depend on staff availability.

1.2 Your booked time runs strictly between the hours of your booking, but where possible we will try to give you entry no more than 15 minutes before your start time, and allow you up to 15 minutes after your room booking ends. If your room has been booked immediately before or after your booked times, this may not be possible.

### Room Rates and Hiring

**Please make payment via BACS transfer with your banking provider (please state the name you have booked under as the reference) or come down to the hub and pay via debit card using our card machine.**

**Account name: Strathmore Community Hub SCIO**

**Account sort code: 87-44-09**

**Account number: 75677468**

2.1 We have two room rates: one for **community** groups, and one for **commercial** groups. We hope you can see the difference between these categories and understand that your room hire will be allocated to one of these two categories once we know some information about you or the group you represent. Community room hires are also able to take advantage of a **£3/head** booking rate if that would work out cheaper than paying our room rates. Once we know how many people have turned up to your booking, we can tell you exactly how much you are likely to be invoiced.

2.2 Unfortunately we cannot take any hires which would fall within the following categories:

1. High energy fitness events
2. Religious sermons or equivalent
3. Political rallies

## Children's Birthday Parties

2.3 Children's Birthday Party bookings are charged at **£30/hour**, for a maximum of **20 party-goers** with a free half hour each side of your booking for setup and tidy up. We would ask that the Hub is left clean and tidy, and all rubbish is put outside into the general and recycling bins. We also ask for a refundable **£30 deposit**, which we will only use if we get the Hub back in a state which requires additional cleaning. Your booking includes the use of:

1. **The Atrium.** Wooden floored, with moveable tables. Suitable for food, games and crafts
2. **The Kitchen.** For food preparation, including use of the oven. We have cups, saucers, plates, glasses etc. We ask only adults in the kitchen space please.
3. **Two disabled friendly toilets.**
4. **Cleaner's Cupboard** (keyholder only). In case of any spillages etc.

2.4 If you want to bring in any of the following you are more than welcome: entertainer/magician, indoor inflatables, musician, ball pool. You are responsible for paying for these and making sure any equipment brought into the Hub is suitable.

2.5 We have public liability insurance but this **does not** cover you for any injuries suffered as a result of your party unless the SCH is liable, i.e. food poisoning, falls from equipment brought in, slips from spills etc. We strongly recommend you take out the correct insurance for your party.

2.6 Terms 2.3, 2.4 and 2.5 apply in addition to our standard terms and conditions, as given in this document.

## Equipment and Furniture

3.1 The SCH has a limited amount of furniture and equipment which may be able to be supplied to you as part of your hire. Please speak to our Manager if you have any particular requirements.

3.2 Please report any damage to furniture, equipment or premises to our Manager.

3.3 We strongly recommend you take out Public Liability Insurance to cover your group while you are in the SCH. The SCH has insurance but this **ONLY** covers our staff and building. We recommend our own insurer:

J. Sandison, 11 Leslie Street, Blairgowrie (01250) 873619.

3.4 No furniture or equipment will be hired out / loaned / removed from the premises without prior agreement from a member of staff (the SCH Manager or a Trustee).

3.5 Any portable electrical equipment brought onto the premises should be approved by a member of staff. Such equipment must be in a safe condition. Responsibility lies with the hirer to ensure its safe operation.

3.6 Due to regulations and the sensitivity of our alarm systems at the SCH, the use of smoke machines and any form of naked flame is strictly prohibited.

## Behaviour and Practices

4.1 Smoking is not permitted within the building or in the SCH grounds. It is the responsibility of the hirer to ensure those attending the event do not smoke. Enforcement officers can issue a £200 fine to the organiser and a £50 fine to each individual committing the offense.

4.2 If music is performed or reproduced by any method the applicant will be required to apply for a license issued by the Performing Rights Society Ltd. (PRS) <https://www.prsformusic.com/help/help-with-buying-a-licence>

4.3 Fly-posting in respect of an event is not permitted within SCH premises unless prior permission has been granted by the management.

### **Protection of Vulnerable Groups (PVG)**

5.1 Anyone who works closely with children or groups of vulnerable adults on a regular basis should be a member of the PVG scheme. Further information and guidance about the scheme is available from Disclosure Scotland at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk). It is the responsibility of the hirer to ensure compliance with this legal requirement.

### **Hirer's Responsibility**

6.1 The hirer should acquaint themselves with positions of fire extinguisher points, fire exits and procedures, light switches and first aid and communication points.

6.2 Limited first aid equipment is provided within the premises, however it is the hirers responsibility to ensure adequate provision is made for their activity.

6.3 With any hire involving the sale of goods, the hirer is responsible for ensuring that appropriate licences are in place. The hirer is also responsible for any insurance that may cover themselves for the loss or damage of goods.

6.4 The hirer is responsible for leaving the let space in its original condition and for removing all excess rubbish generated by their room hire. A charge may be levied if the space is not left clean and in good order. If required cleaning materials can be obtained by speaking to the SCH Manager.

6.5 The hirer is responsible for security of the spaces allocated to them and for the personal possessions of their attendees during the hire period. If keys are to be provided, a deposit may be required, and these should be returned as arranged.

### **Anti-Social Behaviour, Alcohol and Drugs**

7.1 No anti-social behaviour will be tolerated, including from SCH staff and Trustees.

7.2 It is expected that the hirer will be responsible for controlling noise levels during and after their booking. They should be respectful of other SCH users and our surrounding neighbours, especially when leaving the building late at night.

7.3 Consumption of alcohol during your hire will only be allowed at the discretion of the SCH management. Please speak to us beforehand.

7.4 Consumption of illegal drugs is forbidden at all times.

7.5 Any person deemed to be under the adverse influence of alcohol or drugs will be required to leave the premises immediately.

### **COVID Precautions**

8.1 We ask that all hirers obey any current national COVID guidelines which might be in place at the time of their hire, and any additional COVID requirements that may be in place in the SCH.

8.2 If we provide hand sanitiser, regardless of 8.1 above we would encourage you to use it.

*Strathmore Community Hub reserve the right to add, change or otherwise alter the above conditions at any time without notice.*