



TERMS & CONDITIONS OF BOOKING

BOOKING APPLICATIONS

- 1.1 All bookings are authorised by the Centre Co-ordinator, and are subject to High Life Highland charges
- 1.3 All applications must be made on an official High Life Highland application form.
- 1.4 Applicants must be age 16 or over. Where a parent/guardian makes a booking for a child under 16, the parent/guardian must stay with the child.
- 1.5 Submitting an application does not constitute acceptance of the booking
- 1.6 High Life Highland has the right to refuse or withdraw any application for let in whole or in part without giving any reason.
- 1.7 High Life Highland has the right to cancel a let in the event of facilities being required for Centre activities
- 1.8 High Life Highland has the right to amend or add to these conditions of let at any time.
- 1.9 High Life Highland has the right to suspend or take action at their discretion on any matter which in their opinion does not comply with the terms of these conditions, or which they consider necessary in the interests of safety and good order, or to deal with any contingency not covered by these Conditions of let.

HEALTH AND SAFETY

- 2.1 In the event of any emergency evacuation, it is your responsibility to ensure that all members of your group have been evacuated and are accounted for. You must ensure that everyone attending your activity is familiar with the Centre's evacuation procedures, emergency exits and meeting point.
- 2.2 You are responsible for ensuring all doors, corridors, stairs, exits, and walkways are kept free from obstruction at all times.
- 2.3 If you are delivering a sports, dance or other physical activity, your booking will not be accepted until evidence of your qualifications to deliver this activity have been provided to High Life Highland staff.
- 2.3 In the event of an accident within the premises, you must report it immediately to a High Life Highland staff member, you must complete an accident form, and return it as per the forms instructions.
- 2.4 The maximum capacities of each room and age eligibilities for time of day or night, must be strictly adhered to.
- 2.5 If you are operating any portable electrical appliance not provided by the Centre, this equipment must have a valid portable appliance test label, or the equipment will not be able to be used within the centre.
- 2.6 Risk assessments are completed by the Centre Co-ordinator for the building and are available on request. It is your responsibility to complete risk assessments for your own club or activity.

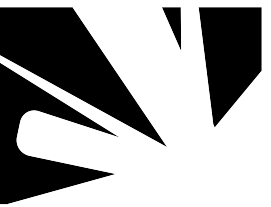
PAYMENT

- 3.1 Booking charges must be paid at the time of booking, unless alternative arrangements have been authorised by Centre Co-ordinator.
- 3.2 Time must be allocated within the booking period to allow for preparation and cleaning up. If not vacated on time, the next hourly rate will automatically be charged.

CANCELLATION AND NON ATTENDANCE

- 4.1 Unless the appropriate notice is given, cancellation fees for bookings are as noted below:-
 - Within 7 days of booking Full Charge
 - Over 7 days of booking No charge
- 4.2 If you fail to turn up for your booking, full charges will take effect

HILTON COMMUNITY CENTRE



CHILD PROTECTION

- 5.1 All bookings working with children under 16 or vulnerable adults, must have at least 2 adults in charge who have enhanced disclosures, and must adopt Highland Councils Child Protection Policy. Where applicable, bookings will not be accepted until evidence is provided to High Life Highland staff. For further guidance please contact the Centre Co-ordinator.

LOSS OR DAMAGE

- 6.1 The premises must be left clean, tidy and in good order and condition, including showers and changing rooms and all rubbish must be removed. If any damage occurs during your booking, the group or person hiring the facility will be held responsible.
- 6.2 Any damages must be pointed out to a member of High Life Highland staff as soon as they occur.
- 6.3 High Life Highland are not responsible for valuables or equipment left on the premises.
- 6.4 High Life Highland have public liability insurance and copies of the certificates are displayed throughout the Centre. High Life Highland strongly recommend that all groups hiring the Community Centre have Public Liability Insurance to cover any damage or injury to third parties whilst attending your activity. If a booking is made and insurance cover is not held, this is at the lessee's own risk.

MAXIMUM ROOM CAPACITIES

- 7.1 The maximum numbers of people who are permitted to use each room must strictly be adhered to, as per the requirement of the Centres Public Entertainment Licence.

Dougies Den	14 Seated		
Ross Room, Blakeys Bothy	24 Meeting	50 Seated	80 Standing
Café / Foyer	100 Standing		
Games Hall	300 Seated	400 Standing	

PERMISSION TO PHOTOGRAPH OR FILM

- 8.1 For the safety and privacy of users, you must register your wish to use a camera, video camera or mobile phone with camera/videoing facilities within these premises, with the Centre Co-ordinator.
- 8.2 The above may only be used in the room you have hired.
- 8.3 Permission from all participants in the group must be sought.
- 8.4 If there are children under 16 in the group, written permission to be photographed or recorded must be sought from parents and proof shown to Duty Staff.

GENERAL

- 9.1 The group or person making the booking is responsible for all people attending their activity, and as such is expected to supervise and maintain order within the group, and ensure all those attending the activity understands and adheres to these conditions of let. Any breach of the conditions of let by any member of your group will not be tolerated, and will lead to your booking being terminated.
- 9.2 High Life Highland staff shall have access to all parts of the Centre at all times during periods of let.
- 9.3 The group or person making the booking will provide High Life Highland staff with the required statistical information at the end of every let
- 9.4 High Life Highland staff have the authority to evict and ban unruly people.
- 9.5 No one under the influence, or suspected of being under the influence, of drink or drugs will be admitted.
- 9.6 Smoking is not permitted.
- 9.7 No food or drink is permitted during café bar opening hours, without prior approval from High Life Highland Staff