

JAMES CAMERON COMMUNITY CENTRE

Limetree Avenue, Dalneigh, Inverness, IV3 5RH 01463 718773

TERMS AND CONDITIONS OF LET

BOOKING APPLICATIONS

- 1.1 All Lets are authorised by the Centre Co-ordinator on behalf of High Life Highland
- 1.2 All lets are subject to charges approved by HLH
- 1.3 All applications must be made on an official application form, and applicants must be over 18.
- 1.6 HLH has the right to refuse or withdraw any let application in whole or in part without giving any reason.
- 1.7 HLH has the right to cancel a let in the event of facilities being required for Community Centre or HLH activities
- 1.8 HLH has the right to amend or add to these conditions of let at any time.
- 1.9 HLH 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.

PERMISSION TO PHOTOGRAPH OR FILM

- 2.1 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.
- 2.2 The above may only be used in the room you have hired.
- 2.3 Permission from all participants in the group must be sought.
- 2.4 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 Centre Co-ordinator or Duty Steward on day of booking.

PAYMENT

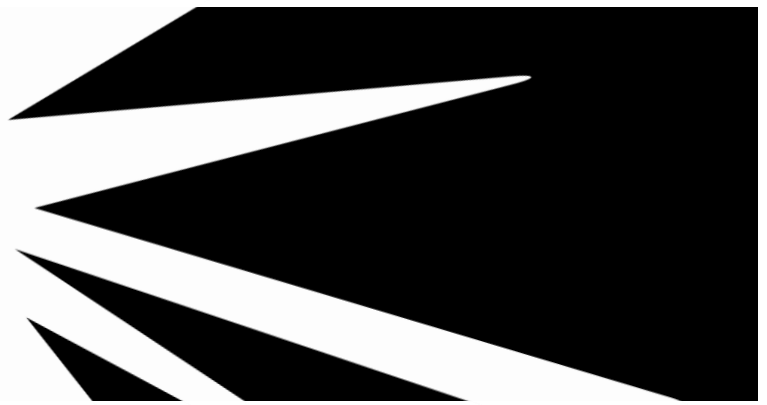
- 3.1 Let charges will be paid at time of booking, unless alternative arrangements have been agreed by Centre Co-ordinator.
- 3.2 Time must be allocated within the let period to allow for preparation and cleaning up. If not vacated on time, the next hourly rate will automatically be charged.

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

HEALTH AND SAFETY

- 5.1 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 Community Centre evacuation procedures, emergency exits and meeting point.
- 5.2 You are responsible for ensuring all doors, corridors, stairs, exits, and walkways are free from obstruction at all times.
- 5.3 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.
- 5.3 In the event of an accident within the premises, you must report it immediately to a staff member, you must complete an accident form, and return it as per the forms instructions.
- 5.4 The maximum capacities of each room and age eligibilities for time of day or night, must be strictly adhered to.
- 5.5 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.
- 5.6 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.



CHILD PROTECTION

- 6.1** All Lets working with children under 16 or vulnerable adults, must have at least 2 adults in charge who have Enhanced Disclosure or PVG, and must adopt Highland Councils Child Protection Policy. Where applicable, bookings will not be accepted until evidence is provided. For further guidance please contact the Centre Co-ordinator.

BOUNCY/FUN CASTLES

- 7.1** Organisers of events where Bouncy/Fun Castles are being used should obtain a copy of the Health and Safety Executive Guidance Note PM76 and follow its principles, the main points of which are:
- 7.2** The device must be under constant supervision and control by the operator's/owner's representative or, if left, by someone who has received full and sufficient training in the working of the device
- 7.3** The device must be anchored according to manufacturer's specification and not used in adverse weather conditions outside its recommended safe use limits.
- 7.4** Access to the device must be strictly controlled and spectators must be kept at a safe distance from the device behind a suitable barrier. Restrictions must be enforced on numbers and age mixes using it.
- 7.5** Non inflatable gym mats or equivalent soft landing material or minimum 3cms to maximum 12cms thickness should be provided to cover any hard surfaces adjacent to all open sides and entrances/exits.

LOSS OR DAMAGE

- 8.1** The premises must be left clean, tidy and in good order and condition, including foyer, and all rubbish must be removed. If any damage occurs during your booking, the group or person hiring the facility will be held responsible.
- 8.2** Any damages must be pointed out to a member of staff as soon as they occur.
- 8.3** Staff or HLH are not responsible for valuables or equipment left on the premises.
- 8.4** HLH has public liability insurance and copies of the certificates are displayed at reception. HLH 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

- 9.1** 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.

Computer Suite	7	Dalneigh Den	35
Laurel Lounge	35	Hawthorn Hall	100
Foyer Area	70		

GENERAL

- 10.1** 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 conditions of let by any member of your group will not be tolerated, and will lead termination of your booking.
- 10.2** Centre staff shall have access to all parts of the Centre at all times during periods of let.
- 10.3** The group or person making the booking will provide staff with the required statistical information at the end of every let
- 10.4** Centre Staff have the authority to evict and ban unruly people.
- 10.5** No one under the influence of drink or drugs will be admitted.
- 10.6** Smoking is not permitted.
- 10.7** Appropriate footwear must be worn within Hawthorn Hall
- 10.9** Data Protection – the information you have supplied will be used for the purpose(s) for which you have provided it. High Life Highland will also use it to plan improvements and to meet our obligations in delivering services on behalf of The Highland Council. This data will be maintained in accordance with the Data Protection Act 1998 and will not be passed on or sold to any other organisation without your prior approval, unless there is a legal requirement to do so.