

## **Greener Kirkcaldy Room Hire - Terms and Conditions**

*Version 1, April 2019*

Greener Kirkcaldy hires out facilities within the building at 8 East Fergus Place (“the premises”) for the use of the community.

All groups and individuals who hire facilities (“hirers”) must read, and agree to abide by, these Terms and Conditions of hire. Failure to do so may give rise to termination of the facilities hire agreement.

In these Terms and Conditions, “we” refers to Greener Kirkcaldy; “you” refers to the hirer.

We aim to provide an excellent service and we welcome feedback. Please let any of our Welcoming Team know of any questions, issues or feedback.

### **Making a Booking**

Bookings are only accepted once a completed Booking Form has been received. We reserve the right to refuse bookings from any group or individual who has previously breached our facilities hire Terms and Conditions.

Remember to include sufficient time within your booking for setting up and clearing away any equipment used.

We ask all those submitting booking requests to give us an indication of their proposed use of the facilities, including whether the event or meeting will be open to the public. Hirers may not sub-let any facility.

If you would like to book our kitchen facilities, we strongly recommend that you come and see them to familiarise yourself with the layout, and to meet with a member of staff to discuss your specific requirements. We ask that at least one of the group has evidence of achieving REHIS Elementary Food Hygiene in the last three years.

Greener Kirkcaldy has a policy of equal opportunity for all regardless of gender, ability, ethnic or cultural background. We reserve the right to refuse bookings from any group whose aims are contrary to these values.

We reserve the right of access to all parts of the building at all reasonable times.

### **Fees and payment**

The current price list is available on Greener Kirkcaldy’s website or upon request.

Charges are made per hour, per half-day or per day, and must include set up and clear up times. Access to the rooms is not available outside the hours booked.

Discounts are available for:

- Block-bookings: bookings for 6 or more sessions will receive a 20% discount on the total fee.
- First-time bookings: a new hirer will receive a 50% discount on the fee for their first hire.

Invoices will be issued at the end of the calendar month with a 14-day payment term. Payments may be made by bank transfer, cash or cheque made payable to 'Greener Kirkcaldy'. We are unable to accept payment by debit or credit card.

### **Cancellations**

In the event of the hirer cancelling the booking more than 7 calendar days before the booking was due to start, no charge will be made.

If the booking is cancelled less than 7 calendar days but more than 24 hours before it was due to start, 50% of the total fee will be payable.

If the booking is cancelled less than 24 hours before it was due to start, or in the event of a no-show (where the hirer does not show up), the full price must be paid.

Greener Kirkcaldy may occasionally, due to unforeseen circumstances, need to cancel a booking. In this situation, we will endeavour to give the hirer as much notice as possible.

### **Advertising of meetings**

Please ensure that invitations to events carry your contact details.

### **Use of the Facilities**

The hirer is responsible for the conduct of members of their group and any other people they have invited into the premises (their "guests").

The premises are in a residential area. Please respect our neighbours when entering, using and leaving the building. In particular, all hirers and their guests must follow these rules:

- No amplified music or other loud noise.
- No smoking (including e-cigarettes) within any part of the building or its grounds (including the garden and car park area).
- No consumption of alcohol without prior, written, agreement from the Welcoming Team.
- Children must be supervised at all times.

The maximum number of people allowed in each room must not be exceeded.

The facilities must be left clean and in good order. If you have moved furniture, please restore it to its original set-up: leave it as you found it.

Please notify us of any damage or breakages, or any defects in the building that you have noticed.

Hirers will be held responsible for any damage to the premises or to equipment, fittings and furniture beyond reasonable wear and tear, and will be asked to compensate us for all damage to our property or breakages as a result of actions by members of your group during their use of the building.

Please do not stick anything to the walls as this may damage the decoration.

We expect hirers to vacate the building at the end of their booking period, and reserve the right to charge for over-run.

Hirers of the kitchen facilities must also read and abide by the Lang Spoon Community Kitchen User Guide.

### **Public Liability**

Our own public liability insurance does not extend to groups or individuals that are hiring rooms or facilities. It is therefore your responsibility to ensure that you are adequately insured against

- Injury caused to a member of your group or to your guests
- Damage to property resulting from their actions while they are using the premises.

### **Health and safety**

The hirer must ensure that any potential risks associated with their use of the facilities are minimised. Greener Kirkcaldy staff reserve the right to terminate any activity where they consider the situation is unsafe or in breach of Health and Safety regulations. In such circumstances no refund will be offered.

Hirers are responsible for the safety of electrical devices brought into the building. Mains electrical equipment may only be used in the premises if it has been PAT tested (proof must be provided in advance).

Hirers should report any injuries, accidents, near accidents or dangerous occurrences to Greener Kirkcaldy staff as soon as possible after the incident. First aid equipment is available upon request.

### **Security**

Greener Kirkcaldy advises all hirers, and their guests, to keep valuables about their person.

Any property that is brought into the building is the responsibility of the owner, and we accept no responsibility for loss or damage.

### **Refreshments**

We can provide tea, coffee and biscuits at modest prices, if required. Drinking water is provided free of charge.

We can accommodate outside caterers – please discuss your requirements with the Welcoming Team. Hirers and their guests may not bring their own food into the building without prior agreement.

### **Fire precautions**

Emergency evacuation procedures are posted throughout the building. Hirers should familiarise themselves, and their guests, with these procedures and with the location of fire exits. The fire alarm is a continuously sounding bell.

Hirers and their guests must follow the directions of Greener Kirkcaldy staff in any emergency.

### **Accessibility**

The premises are accessible to wheelchair users and there is an accessible toilet. There is permanent ramped access to the main entrance.

### **Environmental sustainability**

Greener Kirkcaldy tries to be responsible in our use of resources and disposal of waste. We expect hirers to follow all instructions about separation of waste for recycling.

### **Safeguarding**

Hirers are responsible for making their own arrangements regarding safeguarding of children or vulnerable adults, as appropriate. Any activities involving children, young people, or vulnerable adults must comply with current safeguarding legislation.