

NETHY BRIDGE COMMUNITY CENTRE

TERMS and CONDITIONS OF HIRE

1. These are the terms and conditions of hire between the Nethy Bridge Community Centre (“NBCC”) and the Hirer.
2. Bookings can only be authorised by the NBCC. A booking is only valid for the date, times and facilities shown on the Booking Form and the Community Centre may not be used as overnight accommodation. Reasonable setting-up and taking-down time is allowed and is not chargeable, if notified in advance. However, availability cannot be guaranteed and is subject to other bookings. If this time is essential it will need to be booked and paid for at the time of the booking. The ‘period of hire’ includes any setting-up or taking-down time.
3. All areas utilised must be left in a good, clean and tidy order. All rubbish to be removed from the premises, either deposited in the Highland Council bins or entirely removed from the site.
4. The Hirer will be held responsible for the good conduct of all present for the duration of the event and for the preservation of good order in and around the premises.
5. Any damage to the fabric of the premises, furniture or equipment found prior to or which occurs while an event is in progress must be reported to the NBCC.
6. Any costs incurred to restore, replace or repair the fabric of the premises, furniture or equipment damaged during an event, together with any consequential loss will be charged to the Hirer and must be paid in full within fourteen (14) days of the issue date of the statement. The Hirer’s liability is limited to £1,000,000 for any one claim.
7. Food Hygiene and Safety Management is the responsibility of the Hirer.
8. The sale of alcohol requires a Liquor License and it is the responsibility of the Hirer to obtain the necessary license. The Hirer is also responsible for ensuring that no under-age drinking or use of illegal substances occurs during the period of hire.
9. The Hirer is responsible for making themselves and others aware of all emergency exits and fire-fighting equipment.
10. The NBCC reserves the right to cancel any Hire agreement for more than one date without stating the reason for the cancellation. Any deposit or rental fee paid prior to such cancellation shall be refunded to the hirer but no other money will be paid in regard of the event.
11. Cancellation of a hirer agreement by the Hirer must be made in writing to the Bookings Secretary of the NBCC, at least seven (7) days) before the date of the booking. Otherwise the NBCC reserve to right to charge the Hirer up to the value of the booking.
12. Authorised officials of NBCC, with or without workmen, shall be entitled to enter the premises during a period of hire, for any reasonable purpose.

13. Any Hirer wishing to use the Community Centre for activities involving children, young people or vulnerable adults must submit with their Booking Form, evidence they have Child and Vulnerable Person Protection Policy in place that ensures the person or persons in charge are registered under the Disclosures (Scotland) Act.
14. Any electrical equipment brought onto the premises by the Hirer must be certified by a qualified electrician and the original certificate must accompany the booking application.
15. The Hirer is responsible for complying with all aspects of the Public Entertainment Licence (copy available upon request) whether the event be a public or private event for money or monies worth or not, especially that all events will finish by 1.00pm latest.
16. The Hirer is advised to ensure that they have adequate insurance cover. A copy of the NBCC insurance policy is available on request. In particular, NBCC insurance does not cover for Hirer's liabilities arising from bouncy castles, inflatables or contact sports.
17. All charges will normally be invoiced at the end of the month following the period of hire. All invoices must be paid in full within 30 days of the date of the invoice. The NBCC reserves the right to require payment in advance.
18. The Hirer will ensure compliance with all applicable legislation, whether specifically mentioned in these terms & conditions or not

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