



KILMALLIE COMMUNITY CENTRE

A COMPANY LIMITED BY GUARANTEE

Station Road

Corpach

Fort William

PH33 7JH

Tel: 01397 600111

E-mail: info@kilmalliecommunitycentre.co.uk

Company No. SC404410

Scottish Charity SC042509

Booking Form

| | | | | | | |
|--|-------------------------------|------------|---------|-------|---------------------|----------------|
| Name & address of responsible person | Invoice address, if different | | | | | |
| E-mail address of responsible person | | | | | | |
| Telephone number of responsible person | | | | | | |
| Group name | | | | | | |
| Type of activity to be held | | | | | | |
| Facility required (please circle) | Main hall | Small hall | Kitchen | Stage | Backstage / Showers | Committee Room |
| Date(s) required | | | | | | |
| Hours required. PLEASE NOTE: hours must include time for setting-up and clearing away. Key is not available until agreed start time. | | | | | | |
| Special requirements / comments | | | | | | |
| Hire Deposit Received | | | | | | |
| Returnable Deposit received | Returnable Deposit returned | | | | | |
| Deductions from returnable deposit for damage/cleaning | | | | | | |

The Centre Committee believes that the welfare and safety of children is paramount and has therefore adopted the Highland Child Protection Committee's Child Protection Policy. A copy of this can be viewed in the Centre foyer at any time. If you are renting the Centre for an activity involving children we expect you to adhere to this policy or similar child protection policy. Children must be supervised at all times.

Please read and retain the Fire Procedure and Conditions of Let attached and the Hirer's insurance – copy on the noticeboard in the foyer.

I have read and accept all the Conditions of Let and the attached fire procedures.

Signed : _____

Print name: _____ Date _____

Please send this Booking Form together with your deposit to the Centre Manager at the address above.

Conditions of let

Charges

- Hire of any one hall/room: £12 (local or charity) / £24 (commercial) per hour or part hour (includes heating and electricity). Use of kitchen is included in hire of small hall.
- Hire fees / balance are to be paid before the date of the function.
- Please allow ample time to set up before and clean up after.
- Any user failing to leave the hall clean will be charged at £6 per hour for extra cleaning. A charge will be made for any breakages or other damage.
- Groups wishing to return on the day after late evening functions, for cleaning purposes, will be charged £6 / hour per hall. This facility is available by prior arrangement only, dependant on other bookings.

Deposits

- For regular users using the Centre for short periods no deposit is required.
- For longer (irregular) hire there will be a non-refundable deposit of £80.
- Please inform the Centre Manager of any problems encountered / breakages etc. These will be charged accordingly.
- Cancellations must be advised to the Centre Manager within seven days to allow the Centre to be rebooked. If the Centre is booked and not cancelled the user group will be charged whether or not it is used.

Rules

- One key will be provided per user (group). This is the responsibility of the individual booking and must not be loaned to persons outwith the group. The user (group) is not permitted access to the Centre outwith agreed booking times. For one-off bookings, the key will not be available until the agreed time. The key must be returned at the end of the booking.
- Users are expected to leave the Centre clean and tidy, as they would expect to find it. This includes kitchen worktops and floor, toilets, and hall and entrance floor. All lights and appliances (except the fridge) must be turned off. Please remember to check all doors and lock on leaving the Centre. There are wheelie bins for rubbish. If they are not sufficient, please take any extra rubbish away.
- Fire doors must be kept shut at all times.
- Any items moved during the period of hire must be returned to its' original location.
- The hirer is wholly responsible for the protection of the building and its contents during the hire period. The hirer will be held responsible for any repairs. The Centre Committee will not be held liable for any damage or loss on the property.

- The hirer is responsible for obtaining any public licences required e.g. sale of alcohol.
- The hirer is responsible for health and safety. Where catering is provided then all due care should be taken and at least one person should hold a Food Hygiene certificate or equivalent.
- The hirer will familiarise themselves with all operational systems e.g. fire procedures and lighting.
- The hirer is responsible for the conduct of all users and should ensure minimum disruption to the community. Inappropriate behaviour will be dealt with by the appropriate bodies.
- Supply, or sale, of illegal or hazardous materials, chemicals or drugs is not permitted.
- The committee retains the right to refuse, cancel or terminate the Centre hire at any time.
- The heating system should not be touched at all as it is pre-programmed.
- There is a No Smoking Policy in all parts of the Centre.
- The maximum number of people allowed in the Centre is 450 persons.
- The hirer is responsible for ensuring that parking in the car park is orderly and that access is available at all times for emergency services access.
- No hazardous materials should be brought into the Centre.
- The Centre must remain open to the public for them to use the toilets from 8.30am-5pm during winter and 8.30am-8pm during the summer.

The committee have a zero tolerance policy of aggression towards staff and committee members. Anyone using threatening behaviour will be asked to leave and reported to the police.

The committee is keen to assist all user groups and potential users and it is our aim that you enjoy your time at Kilmallie Community Centre. If you would like to discuss any aspect of the Community Centre please feel free to contact any committee member or our Centre Manager and we will do our best to assist you.

Fire Procedure

Action to be taken on discovering a fire

Set off break glass point displayed at each fire exit.

Call Fire Brigade by dialing 999.

Leave the building by the nearest fire exit taking any required registers of people in building.

In the case of a false alarm, please contact the Centre Manager.