



COMMUNITY HUB, THE OLD SCHOOL, ESKDALEMUIR, LANGHOLM,
DUMFRIESSHIRE, SCOTLAND, DG13 0QJ.

UEDG: a Charitable Company Limited by Guarantee, Company No. SC306741,
Incorporated 14th August 2006, Scottish Charity No. SC043890. *Registered office: The Community Hub,
The Old School, Eskdalemuir, Langholm, Dumfriesshire, DG13 0QJ. Tel: 013873 73760.*
www.eskdalemuir.com, www.facebook.com/RoomforAll, admin@eskdalemuir.com

This is an AGREEMENT between:

The Upper Eskdale Development Group, And:

Organisation		Contact Name			
Address		Telephone		Email	
If you wish to be added to our mailing list, please tick here:					
If you would like your event advertised in our Events Calendar, Social Media, Website etc., please tick & provide details to the Community Hub:					
PLEASE FILL IN ALL THE BOXES BELOW THAT APPLY TO YOUR BOOKING.					
DATES:			TIMES: From: To:		
ROOM Required					
No of Chairs needed		No of Tables needed		Flipchart	
Projector					
Tea: £1/pp Coffee: £1.50/pp		Hot/cold Water & Mugs only (Free)		No. of Mugs/Cups	
LUNCHES CAN BE PROVIDED by booking in advance: Please contact the Administrator on 013873 73760 to discuss your requirements.					
SIGNED For Hirer					DATE
CONFIRMED For UEDG					DATE

BOOKINGS

Users should book the room and any requirements listed above, with the Hub Administrator.

Terms and Conditions:

UEDG agrees to the following:

- To provide the facilities/rooms agreed to be let.
- To provide advertising through the UEDG database & media outlets, if the activity is for, or accessible to the community.
- To provide Public Liability Insurance.
- The room(s) will have adequate heating and lighting.
- Chairs and tables can be used from our stores, if required.
- The spaces rented will be cleaned and tidied prior to entry.
- Entry and exit to the building is arranged & training given if needed.
- A Projector can be provided.
- Coffee/Teas can be provided in the rented facilities.
- Meals can be arranged in the Café.
- The User will be supplied with information on the Exits in the Event of a Fire and the placement of Fire Extinguishers.
- To provide WIFI through a code system, available through the Café or Reception.

Loss or Damage: UEDG will not be liable for any loss or damage sustained by any person using the premises. The user accepts liability and responsibility for any loss or damage that may be done to any part of the premises hired, fixtures, fittings, plant, machinery or equipment during the period of hire and agrees to meet the full cost of reinstatement.

The User agrees to the following:

- The user shall be liable for the payment of all charges relating to the hire.
- The booking form (above) should be completed when making the booking.
- The user agrees to pay the hire charge within 28 days of receipt of invoice.
- The user is responsible to take bookings and payments for their event, in all cases.
- Meals at the Café should be booked at least 3 days before the event, through bookings@eskdalemuir.com or by telephone: 013873 73760, with clients stating their dietary needs: Meat eaters, Vegetarians & Gluten Free.
- Where the user requires additional areas or the provision of additional facilities, the user will be invoiced as per UEDG's standard rates.
- Responsible Person: the User should identify the responsible person for the hire who will be responsible for the behaviour and safety of people during the let and prevent any damage, will suppress nuisances, obscenities, rowdiness and drunkenness.
- All decorations, scenery, or other require the Centre's approval and all such materials must be removed before the end of the period of hire.
- The user agrees to conform to any special conditions which UEDG decides to apply to the hirer.
- Before the event starts all participants should be aware of the fire exits and fire assembly points. In the event of a fire the organisers are responsible for ensuring the participants leave the building by the appropriate exits and meet at the assembly point.
- The user will ensure that the No Smoking Policy for the whole building is maintained.
- Procedure for locking up: The user should make arrangements and know the procedure for opening up or locking the building, if the hire is out-with normal Hub opening hours.

- Number of people: The user will ensure that the number of people in the Centre during the period of hire is within the limits decided by the Centre.
- Care of Rooms: The rooms hired should be left in the same condition of tidiness and cleanliness as at the start of the let. Heating & lighting should be switched off or set at frost level and windows and doors closed. If last to leave, hirer should turn off lights in the building.
- Complaints: should be addressed to the UEDG Administrator at The Eskdalemuir Hub.
- Cancellations: The Hub Administrator should be informed, at least 24 hours before the booked date, of any cancellation.
- Therapists & using therapy room:
 - i. Must show evidence of certificates & insurance and a copy of these must be given to the Administrator.
 - ii. Provide their own treatment table and towels.

Hire of Café/Bar

For a private hire of the Café and Bar area, this should be arranged with the administrator, at least one month in advance. Dates and times will depend on when other events have been scheduled.

Food for weddings and other private functions need to be costed individually, based on requirements, e.g. additional staff. Menus need to be arranged at least one week in advance.

The UEDG Committee reserves the right to:

- a) Decline granting the use of the room hired at any time to any party, at the discretion of the UEDG Committee.
- b) Amend or alter these conditions or the room rental charges at any time.
- c) To impose any special conditions, which may seem to them reasonable, to suit the circumstances of any particular booking.
- d) Monitor further admission if it was considered that the maximum capacity of the room had been reached.
- e) Where an applicant has failed to adhere to these conditions of let, the UEDG reserves the right to refuse any future bookings.

Invoicing: An invoice will be submitted at the time of booking and payment will be due 28 days thereafter, by Cash, Cheque or BACS transfer.

Trial Period of regular lettings

All regular lettings have a Trial Period of 6 months, with 2 months notice being given by either the User or UEDG.

Starting date: _____

I agree to abide by the above terms and conditions.

Name _____ User

Signature _____

Name _____ for UEDG

Signature _____