

CAMBUSBARRON COMMUNITY CENTRE

St Ninians Road, Stirling. FK7 9NU
Telephone number 01786 450 538

CONDITIONS OF LET

- 1) Applications for the hire of the Community Centre must be made on an official Let Application Form, available from the Booking Secretary or from the centre.
- 2) The Lessees shall on no account sub-let any part of the premises, let to them or alter the purpose of the let.
- 3) Access to any part of the premises may be restricted at the discretion of the Management Committee or their authorised representative (usually the caretaker on duty).
- 4) No function or meeting of any kind shall extend beyond 23:30hrs other than with the prior written consent of the Management Committee.
- 5) The organisers of any function must ensure that they are aware of the position of the fire points, emergency exits, lighting switches, first aid supplies and the nearest telephone. The caretaker will be able to advise organisers of all these points.
- 6) Lessees must take all reasonable care to prevent fire and all passages must be kept free from obstruction.
- 7) No smoking is permitted in any part of the premises where "No Smoking" signs are displayed. Lessees must ensure that this condition is complied with and shall be responsible for any breach thereof.
- 8) No intoxicating liquor must be taken into the premises and no application for a special licence to sell or dispense excisable liquor in the premises may be made without the prior written consent of the Management Committee.
- 9) No person obviously intoxicated or under the influence of drugs shall be admitted to the premises.
- 10) Lessees will be held responsible for any damage to the fabric of the building, its furnishings or its equipment caused as a consequence of the Lessee's use of the premises. Report any damage or breakage's to the Caretaker immediately.
- 11) The Management Committee will not be held liable for any accident to any person, or loss of property by any person or organisation during or in connection with any meeting or function.
- 12) No furnishings and/or equipment must be moved within the premises without the prior agreement of the Caretaker. All equipment which is moved, must be returned to its original place.
- 13) All fitting, decorations or erections provided by the Lessees shall be subject to the approval of the Management Committee or their authorised representative and shall be removed by the Lessees immediately after the termination of the let without damage to the Community Centre property.
- 14) All Community Centre kitchen utensils and crockery, used in the course of a function must be washed in hot water and stored away tidily for use by succeeding Lessees. All plug points, cooker, urn or kettles must be switched off after use.
- 15) Lessees must ensure that for every 12 persons under 18years of age, there is 1 responsible adult supervisor. If Lessees are using more than one room, there must be adult supervision for each room. Lessees must ensure that soft-soled shoes or trainers are worn when taking part in any sports or game events in either Hall. Lessees are responsible for leaving the facilities clean and tidy for use by succeeding lessees.

- 16) Lessees who provide musical entertainment by any means must themselves obtain and pay for any necessary licenses from the Performing Rights Society Ltd. Or similar body, except in so far as the entertainment is already covered by the centres own licence from the society.
- 17) Discos/Dances/Licensed Events: Permission to hold discos, dances or licensed events is granted subject to the following supplementary conditions:
 - a. The lessee must be in attendance for the duration of the function.
 - b. There must be one steward for each exit door including fire exits, plus one roving floor steward. In addition, there must be one male and one female steward for surveillance of the toilets. Both male and female toilets must be visited at least once every fifteen minutes by the attendants to prevent vandalism, illicit drinking etc.
 - c. Music amplification must be controlled so that the sound does not penetrate houses in the vicinity. The amplification must be reduced on receiving complaints from the police or the Management Committee.
 - d. A deposit will be required along with the Let Application Form. The deposit will be returned on production of a jointly signed statement certifying that the premises were examined by the organiser and Caretaker prior to the function and at the close of the function and found to be in satisfactory order and free from damage. All or part of the deposit will be retained pending enquiries in the case of any damage recorded at the latter inspection or where time in excess of that booked arises.
- 1) Persons obtaining the hire of the premises for the purpose of selling or disposing of goods or providing services of whatever nature, are so accepted on the strict understanding that such goods or services conform to the provisions of the Trade Descriptions Act 1968 and Consumer Protection Act 1987. In offering to hire or lease the premises they are deemed to have made an undertaking to the Management Committee to take all reasonable steps to ensure that such goods or services conform and moreover to indemnify the Committee against any loss or claim which would not have arisen but for the selling or disposing of goods or the provision of services in contravention of the foregoing Acts.
- 2) CANCELLATIONS : 48 hours notice must be given of any cancellation. Failing which the applicant will be liable to meet the full cost of the booking.
- 3) The decision of the Management Committee is final in all matters concerning the use of the Community Centre and their authority must be recognised by all lessees who must respond to instructions issued by them.
- 4) The Management Committee reserve the right to add or amend these regulations and conditions as they deem necessary, in the interest of the public and the condition of the property.

The Management Committee
March 2005