

Strathbrock Community Centre Letting Guide and Conditions

This guide tells you what you need to know to book Strathbrock Community Centre. To obtain a booking form contact Linda Sayers Centre coordinator on 01506 771733

Underlying Principles

- The community centre will only be let in line with the constitutional objectives set out in the Strathbrock Community Centre Constitution and in line with West Lothian Council priorities.
- The management committee will actively seek to promote and provide use by local groups and organisations and will at all times aim to take only bookings that have an obvious benefit to the local community, and which have local participation
- Priority will be given to not for profit community groups, bringing benefits to the local community
- Activities organised, funded or supported by the management committee and which promote activities for children/young people, activities for older people, health, participation, education and social activity will be given priority
- Charges will be fair and proportionate and shall reflect the commitment of the management to access for all.
- We will not discriminate on grounds of race, nationality, gender, sexual orientation, disability, spiritual beliefs, or age.
- We have a wish and an obligation to be 'good citizens' and we retain the right to not accept bookings for, or to terminate an agreement with, any hirer that in our view puts our good name at risk.
- Applications for use of the premises by Council Departments can only be made 14 days in advance and only where accommodation is available
- Applications for use by commercial organisations will only be considered 1 month in advance of the event
- All applications for sessional bookings will be considered by the committee and the decision advised in writing

How to Book

1. Requests for a let must be made in writing using the let application form obtained from the reception office/web site (www.strathbrock.com)
2. Bookings for one off events will be confirmed by the Centre Coordinator at the time of your enquiry if in line with the letting policy **unless there is a request for alcohol to be sold or served at the event** (alcohol licence must be obtained at least 35 days before the event, once received a copy must be presented to the Centre Co-ordinator before the event)
3. Longer term bookings will be considered by the Management committee at their monthly meeting (last Wednesday of each month)
4. Any additional requirement must be requested at time of booking. **Unless permission is explicitly granted a let does not include the use of centre equipment, storage or use of the kitchen**
5. Any event involving a request for alcohol to be sold/consumed must be considered by the committee before approval is given
6. Where there is competition for use of a space the activity considered to be of the highest priority shall be granted the let.
7. **All sessional lets will be reviewed each year and the time or room allocated may be altered by the committee to accommodate a group of higher priority**

Information about Pricing

There are 6 pricing categories

- **Member Groups (Category A):** in order to be considered for this category groups should be not for profit, no individual should gain financially, operate with a constitution, operate a bank account with more than one signature, and provide social, recreational or educational opportunities for the community. A yearly charge will apply and access will be within normal opening times
- **Funded Voluntary organisations (Category B):** groups who receive substantial funding and who come from out with the area are eligible for this category. Local funded organisations will be given free access if accommodation available.
- **Private Groups/Individuals (Category C):** Only local individuals or groups (from Broxburn/Uphall) will be eligible to book the centre for private functions under this category.
- **Private Groups/Individuals Out with area (category D):** any individual / group residing out with the area will be eligible to book the centre at an increased cost
- **Instructional groups (category E):** classes for which participants pay a charge and where individual instructors gain financially will be considered in this category. Only bookings with an obvious benefit to the community will be considered
- **Commercial (Category F):** where individuals/groups or businesses wish to use the centre for personal gain or profit. Applications will only be considered where accommodation is available and can only be booked 1 month in advance
- **Additional charges** will be payable by all categories out with normal opening times. Charges where appropriate will also be made for additional cleaning
- **Opening times :** Monday – Friday 9am -9.45pm, Saturday 9am -2.30pm
- **Charges**

	Main Hall	Small Hall	Meeting Room	Kitchen
Category A	£25 - £100 per year depending on size of group (September-August)			
Category B	£12.00	£10.00	£5.00	
Category C	£15.00	£10.00	£7.50	
Category D	£20.00	£15.00	£10.00	
Category E	£15.00	£10.00	£5/£7.50	
Category F	£20-£30	£20-£30	£20-£30	

- **Capacity:** maximum capacity numbers must not be exceeded. Main hall 200(seated at tables) 300(seated in rows) Small hall, 40 seated, meeting rooms 12 -30

Terms and Conditions

- **Access** to the premises will only be permitted at the time shown on the booking confirmation (includes setting up/down) and lessees must be clear of the premises by the finishing time shown on the booking form. Any additional use of the premises either before or after the confirmed times will incur additional charges (if premises are not vacated by the designated time on application form a minimum charge of 2 hours @ £50.00 per hour will be charged)
- **Person In Charge:** The person named on the booking form as the person in charge must be in attendance for the duration of the let and must be over 25 years of age
- **Ratios ;** where the centre has been booked for an event involving children/young people under 18 years of age a ratio of 1 adult to 8 young people must be adhered to at all times. A list of adults supervising must be submitted to the office prior to the event.
- **Accounts;** payment for occasional use of Strathbrock Community Centre must be received in full 14 days prior to an event taking place. Longer term lets will be invoiced and should be settled within 30 days.
- **Smoking :** There will be no smoking anywhere on the premises and smokers must be 5 metres from the building entrances if smoking outside
- **Catering:** Food should only be prepared on the premises with the prior approval of the Centre Coordinator. Strict conditions apply which will be advised at time of booking. A copy of a Food Hygiene certificate must be submitted to the Centre Co-ordinator before the event.

- **Alcohol:** The consumption of alcohol is strictly prohibited except for approved events either organised by the management committee or where a license has been obtained and submitted to the Centre Coordinator .No licensed event will be approved if other users are in the building at the same time. Any request for alcohol to be consumed must first be approved by the committee. The lessee will be expected to comply with the conditions of the license
- **Damage:** Any damage to the property or equipment will be the sole responsibility of the person named as person in charge on the letting application. Notification of any damage should be made to centre staff immediately. Charges may be levied at the discretion of the committee or council
- **Accidents:** In the event of an accident it is your responsibility to ensure that the injured person receives appropriate medical attention and that there is adequate supervision of other members of the group. All accidents should be recorded in the accident report book obtained from the Centre Coordinator or the Facilities Management Assistants.
- **First Aid :** a first aid box can be obtained from the reception office or from the F.M.A office
- **Health and Safety:** Fire exits must be kept clear at all times. It is the responsibility of the lessee to ensure that an accurate tally of the numbers attending is kept in the event of a fire drill or emergency and to advise members of the fire safety procedures. Copy of procedures will be included in confirmation of let.
- **Child Protection:** any group or individual working with children/young people must meet the conditions set down by West Lothian Council. Written confirmation that suitable measures are in place for the supervision/protection of young people participating in activities delivered on council premises is required. Further guidance is available from the Centre Coordinator
- **Cancellation:** To cancel or amend a let **5 working days notice must be given** .The full letting charge will be incurred if the required notice is not given. The Centre, should they need to cancel your let, will endeavour to give more than 1 weeks notice should for any reason your let need to be cancelled
- **Penalty for Overrunning;** in the event that the group/individual does not vacate the centre by the specified times charges will be incurred at the normal hourly rate laid down by West Lothian Council or by the Management Committee. Where events overrun by part of the hour the full 2 hours charge will apply
- **Deposit :** a refundable deposit of £100 will be required where a booking is made (at the discretion of the management committee) for **Private/Commerical Lets**. If condition of let have been met, the deposit will be refunded within 72 hours from the Centre Co-ordinator
- **Storage and cleaning:** The use of storage or equipment is prohibited unless permission is specifically granted. Rooms must be left as they are found with furniture and equipment returned. Litter removed and tables cleaned if necessary
- **Insurance:** all users will be required to submit a copy of their public liability insurance where the event being applied for is open to the public
- **Lets for Martial Arts/contact Sports:** will be granted only to bona fide organisations recognised by the Scottish board of Control for Karate or the Martial Arts Commission
- **Equipment:** it is the lessees responsibility to ensure that any equipment that is brought onto the premises meets current safety legislation
- **Lost Property:** The committee does not accept responsibility for the loss of property belonging to users

It is the responsibility of the person booking the let to convey the conditions of let to all individuals participating in or attending the event. Any contravention of these conditions or code of conduct may result in the lessee being asked to leave and the event being stopped

Code of Conduct

1. Those attending any event within the community centre must at all times comply with any instructions given by Centre staff in relation to health, safety or security matters
2. Individuals must not cause offence and are required at all times to be considerate and respectful towards others
3. All individuals involved in community centre lets are required to act in a way that is compliant with the law
4. Individuals attending the centre must not be under the influence of alcohol. Alcoholic beverages must not be brought onto or consumed in the centre unless permission is specifically granted by the committee
5. Noise level must be kept at a level so as not to interfere with other activities in the centre
6. Offensive or intimidating language or behaviour should not be used