



The Village Centre

Booking Conditions for Use of Premises

To be read before signing the
'Application for Use of Premises' form

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Signing an 'Application for Use of Premises' form binds you to a number of conditions which are necessary to ensure that your activity is carried out safely and responsibly. Your cooperation in this matter is essential. Please read the following conditions carefully.

- BOOKING:** Normally thirty days notice should be given to the Centre Manager when making a booking. An application form must be completed and the premises must be used for the purpose stated and no other purpose. When making a booking, please make sure that you have allowed sufficient time to set up before and clear up after your activity.
- CANCELLATION:** Seven days notice of cancellation in writing should be given to the Centre Manager. The Village Centre reserves the right to cancel bookings at short notice for reasons of funerals, special activities, essential maintenance or emergency repairs.
- SUPERVISION:** As the person signing this booking you should be 18 years or over. You are responsible on behalf of your organisation for the premises, their contents and those attending the booking. You must ensure adequate stewarding, and that all safety requirements are adhered to. In particular you must follow instructions relating to fire exits, fire procedures and alarms, location of fire fighting equipment and first aid kits. You must be fully aware of the safety features of the premises before your booking takes place. All accidents, incidents or dangerous occurrences must be reported to the Centre Manager within 24 hours and a report form completed. These forms are normally located inside the First Aid Packs
- PAYMENT:** Block bookings will only be accepted along with a deposit equivalent to one month's rental. Thereafter payment should be made by the last day of each month. Any default on monthly payment will be regarded as grounds to terminate the let and the deposit retained in lieu of the unpaid debt.
- LOSS, INJURY OR DAMAGE:** The user is responsible for any damage done to the premises or their contents, or for theft or loss of any contents. The user will pay for the replacement or repair of these. The Village Centre will not be responsible for property brought onto the premises by the user or injury to any person attending the activity.
- INSURANCE:** The user is required to take out insurance to cover for loss, theft or damage to property belonging to those using the Centre facilities. When the event is open to the public, the user is required to take out public liability cover and the booking is accepted on the basis that this has been done.
- STORAGE:** Space is extremely limited and will only be allocated on request if and when available. No items should be stored on the premises unless requested and agreed by the Centre Manager. Cooperation in this is essential.
- CLEANING:** Users are expected to leave the building in a reasonable state of cleanliness. Floors and tables should be left clean and tidy after events.
- PREPARATION:** For all events the user is responsible for the setting out and putting away of any tables, chairs or other equipment used for the event.

10. **HOUSE RULES:** As the signatory to the booking form, you must ensure that the following house rules are followed during the booking. No alcohol, smoking or any form of gambling is allowed on the premises. All electrical equipment brought onto the premises must be in good condition and should have been tested in accordance with statutory electrical regulations currently in force. Nails or screws must not be driven into any part of the premises or furnishings.
11. **MUSIC AND COPYRIGHT:** The user is responsible for ensuring that permission is obtained for all works covered by copyright.
12. **SAFETY:** Layout of tables and chairs must conform to current safety standards. Never obstruct fire exits or corridors. In the event of an emergency you are required to follow the instructions of the event organisers and of the emergency services.
13. **HEALTH & SAFETY:** The user is responsible for compliance in full with the Safety Management System of The Village Centre (a copy of which is available on request) and in particular will comply with all relevant Health & Safety legislation and with requirements for the preparation of all Risk Assessments in relation to the activities of the user group.
14. **USE OF KITCHENS:** These are located in the Basement, Ground Floor Church House and Upstairs Hall. For safety reasons, no children under the age of five can be permitted in the kitchens. An adult must accompany all other children. Perishable food items should not be stored anywhere on the premises unless refrigeration equipment is available. If used, the kitchens should be left clean and tidy. All excess food must be disposed of in grey wheelie bin or stored in sealed containers to deter vermin.
15. **USE OF CAFE KITCHEN:** The café kitchen is a highly specialised area and may be made available for use for planned events on the following basis:
 - a. By formally booking the use of the kitchen through the Village Centre Manager.
 - b. The hiring of the kitchen facilities will normally include the hiring of the Cafe Manager's services. On occasion the kitchen may be available without his/her services. This will be done by the nomination of a "Responsible Person" who will be accountable for all activities and persons in the kitchen during the event.
 - c. The Responsible Person will as a minimum requirement have:
 - i. A valid Level 2 Award in Food Safety in Catering
 - ii. Attended the Village Centre Kitchen Induction Course normally run by the Café Manager.
 - d. Any problems encountered or reported will be brought to the attention of the responsible person in writing.
 - e. The use of the kitchen and café facilities with or without the services of the Café Manager will normally be subject to a charge at the published rate.
16. **SECURITY:** At the end of the let the user is responsible for ensuring that all windows and doors are properly closed and locked and all lights turned off (this includes toilets). Please liaise with other groups using the buildings at the same time.
17. **PARKING:** Please note that parking beside the Church building is only permitted for loading and unloading and for disabled access.

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