

KIPPEN READING ROOM

Main Street, Kippen, Stirlingshire FK8 3DN

Terms and Conditions of Let

Please retain a copy for your information

- 1) An online booking form must be completed in respect of each date required. **Regular Users should email their dates in advance to readroom22@gmail.com**
The administrator will add the dates to the calendar. It is your responsibility to check the online calendar that these dates have been entered correctly. **Payment can be made by "BACS" Sort Code 80-12-48 Acct No 00399214.**
- 2) All rental payments must be made in accordance with the current schedule of charges.
- 3) Users are responsible for setting up and clearing the rooms in respect of any activity/function. The use of cellotape and nails on the walls and in the woodwork is not permitted. Careful use of blu tack or similar is allowed.
- 4) Users are required to clean the areas of the rooms used in relation to any activity/function. An additional charge of £25 per hour cleaner time will be levied on the hirer if extra cleaning is required following a hire.
- 5) It is the responsibility of the room users to ensure that all appliances and lights are switched off after use and that the rooms are left secure.
- 6) The rooms have no council rubbish uplift for events/functions and therefore it is the responsibility of the hirer to completely remove all recycling material and rubbish generated by the user's event. The hirer will be charged for rubbish left after an event at the rate of £10 per standard bag.
- 7) The hirer is responsible for the repair or replacement of any property damaged during the period of the let.
- 8) A commercial hirer of the rooms is responsible for arranging insurance cover.
- 9) A hirer must carry out a Health & Safety risk assessment prior to any function or activity.
- 10) No smoking is permitted within the rooms. **A Fire Marshall and Deputy must be appointed for the activity/function.** The nominated Fire Marshall must ensure that those attending any activity/function are aware of fire procedures including the location of fire exits. The Fire Marshall must ensure that all fire doors remain clear from obstruction during the period of let. **The external side passage way must remain clear.**
- 11) The public entertainments licence limits the capacity of the hall to 60 persons at any one time. The hirer must ensure that this number is not exceeded. The licence stipulates that the rooms may be open for the purposes of entertainment or recreation from **Mon-Sat: 9am to 12 midnight and Sun: 9am to 11.30pm.**
- 12) The rooms do not have a licence to sell or supply alcohol. Any private arrangements made by the hirer in relation to the supply of alcohol must accord with the Licensing (Scotland) Acts. The responsibility of ensuring proper conduct within the rooms lies with the hirer.
- 13) The rooms have wifi. Information displayed on the notice board on entry.
- 14) It is a requirement that all individual members of groups with rota responsibilities are fully aware of the terms and conditions of let.
- 15) Members of the management committee shall have free access to the rooms at all times.
- 16) The management committee reserves the right to terminate the let at short notice without compensation due to the occurrence of circumstances outwith its control.