

# SeaLock Centre



**A Physical Symbol of Our Community**

**Terms & Conditions of  
Bookings and Hire Charges**

**OSCR**

Scottish Charity Regulator  
[www.oscr.org.uk](http://www.oscr.org.uk)

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SC053502

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## Process of Making a Booking



Sit down, write a list of what you want and what you need and then go to your computer and log on to

[SeaLock Centre : Online Booking](#)



- Check out Facilities.
- Terms & Conditions and charges before making your Booking.
- Make sure you add all the facilities you need.
- Make sure your put in how many attendees.
- Make sure you add details of equipment and who is providing it for you, insurance etc.
- Confirm the Booking and an email will be sent to Admin for approval, or they will get back to you for more information.



- If booking is available and you have passed initial checks
- We will issue an invoice for the deposit. This must be paid within 24 hrs of receiving, to confirm your Booking. If you do not pay then the Booking will be cancelled.



- Check the details on invoice and make any amendments.
- Pay the deposit to confirm your dates etc of the booking. If payment is not received within 24 hrs of issuing, the Booking will be cancelled.
- Your Booking is NOT reserved until payment of deposit.



- Payment of deposit received within 24 hrs of booking.
- Deposit will be returned within 7 days following Booking.
- Details Checked and Confirmed
- Booking is Confirmed and reserved for you.
- Your Date is Saved. Good luck with the organising and keep in touch.



INVOICE ICON

- Your Date is Saved. Good luck with the organising and keep in touch.
- A second invoice will be issued for the full amount of the Booking which must be paid at least 30 before your Booking is happening.
- Keep in touch with any changes to seating arrangements, tables or possible details of your Booking.
- Arrange for Payment to be made at least 30 days before Booking.



- Confirmation that arrangements are still as they were when Booked.
- Payment of Booking in Full received at least 30 days before Booking.
- Look Forward to seeing you and make sure you keep in touch.



Most of All enjoy your Booking.

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## Payment Details



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Payment Details:-



Account Name:- **SeaLock Infinity**

Sort Code:- **83-15-15**

Account No: - **16102279**

Details of Payment:- **(Inv41 – for example)**

For more information contact details below Contact & EMERGENCY Mobile No. **07942388249**

Booking System:- <https://hallbookingonline.com/sealock/>

Website:- <https://sealock-infinity.org/>

Email:- [sealock.infinity@gmail.com](mailto:sealock.infinity@gmail.com) To confirm your payment WE WILL GET BACK TO YOU

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## TERMS & CONDITIONS OF BOOKINGS

### 1. Booking Conditions

#### 1.0

In order to Book the [SeaLock Centre](#) or facilities you should use <https://hallbookingonline.com/sealock/> which you can find by a web search or by emailing [sealock.infinity@gmail.com](mailto:sealock.infinity@gmail.com)

#### 1.2

Completion of the Booking form for the [SeaLock Centre](#) does not constitute the grant of a booking by [SeaLock Centre](#) or by [SeaLock Infinity](#). The Booking shall not be confirmed until receipt of the deposit and confirmation from [SeaLock Infinity](#).

#### 1.3

All applicants must be over the age of 18 years and proof of identity / age may be required.

#### 1.4

All bookings made in respect of [SeaLock Centre](#) are inclusive of start time/set up time and tidy up/take down time and departure of Premises. Additional charges will apply if agreed booking times change or are exceeded.

#### 1.5

All groups, organisations and individuals using [SeaLock Centre](#) must state in the Booking form what the purpose for every Booking of [SeaLock Centre](#) that they require. The approved purpose may not be changed without the prior written consent of [SeaLock Infinity](#). If the [SeaLock Centre](#) booking, or any part thereof, is used for purposes different from the approved purpose, [SeaLock Infinity](#) reserves the right to terminate the booking at any time and any charges already paid to [SeaLock Infinity](#) will not be refunded. [SeaLock Infinity](#) reserves the right to share information with other services.

#### 1.6

All bookings must state the specific areas of the facility required for the booking and the activity must be restricted to those identified areas.

#### 1.7

[SeaLock Infinity](#) reserves the right to grant or refuse any application for a booking in whole or in part and shall not be obliged to give any reasons for its decision.

#### 1.8

The [SeaLock Centre](#) may not be used for any purpose which [SeaLock Infinity](#) considers could lead to the promotion of prejudice or discrimination on grounds of age, disability, gender reassignment, race, marriage and civil partnership, religion or belief, sex, or sexual orientation, or for activities considered by [SeaLock Infinity](#) to be offensive or lewd. In particular no facility can be booked for strippers of either sex.

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### 2. BOOKING OF THE SeaLock Centre IN ADVANCE

#### 2.1

Bookings of the [SeaLock Centre](#) can be made up to two years in advance of the date of the event. Provisional bookings will only be accepted for specific events and held for 24 hours on an agreed period of time with [SeaLock Infinity](#), at which point the Hirer must confirm or cancel the booking.

#### 2.2

Advance applications for bookings of a continual / repetitive nature will be accepted solely on the condition that priority may be given to any application for a single Booking. Should such a single Booking occur at least **Fourteen days** notice that the facility will not be available on that occasion will be given to the original Hirer.

#### 2.3

[SeaLock Infinity](#) reserves the right to refuse a Booking without giving any reason.

#### 2.4

Completion of the <https://hallbookingonline.com/sealock/> form will be the same as providing your signature on a hard copy form.

#### 2.5

Request for a Booking by email or in person will be provided a link to the Booking form. Assistance will be given to use <https://hallbookingonline.com/sealock/> form and we can complete on your behalf. Emails of confirmation will still be sent and will be the same as providing your signature on a hard copy form

### 3. Payment

#### 3.1

A £30 deposit invoice will be issued and will be required to be paid in order to have your Booking secured and confirmed, unless this has been agreed in advance in writing by [SeaLock Infinity](#). **(Which is the case for reoccurring regular Hirers/Bookings)**

An invoice will be issued after payment of deposit detailing the full cost of Booking which must be paid at least 30 days before the event/booking is due to occur.

A reminder will be given if this is not paid at least 30 days before event/booking is due to take place and if the payment is not made the Booking will be cancelled and no refund will be given.

Regular or recurring Hirers/Booking will be invoiced after event (next monthly invoicing cycle) and payment should be received no more than 10 days after the invoice has been served.

Any payment which is not made Within the Agreement time shall accrue interest daily from the due date to the full payment date and shall be **Charged @ 5.0% Daily**.

## TERMS & CONDITIONS OF BOOKING SEALOCK CENTRE

### 3.2

SeaLock Infinity reserves the right, to charge additional deposits to secure any booking as they see fit without giving any reason.

### 3.3

Payment will be accepted by bank transfer to “SeaLock Infinity” See Payment Details

### 3.4

Any costs above and beyond the deposit referred to above for additional cleaning or caretaking generated by the use of the facilities will be invoiced to the Hirer separately.

### 3.5

Any costs above and beyond the deposit referred to above to repair damage to the facility resulting from use of the facilities will be invoiced to the Hirer separately.

## 4. CANCELLATIONS

### 4.1

In the event of facilities being required for other purposes deemed necessary by SeaLock Infinity, SeaLock Infinity may cancel any Booking. Any charge already paid will be refunded to the Hirer, but SeaLock Infinity will not be liable for compensation for loss of use or other loss.

### 4.2

Cancellation of a Booking must be made by email and the Booking system advising the details of cancellation. If notice of the cancellation is received by SeaLock Infinity less than 28 days prior to the date of the event the following charges are payable by the Hirer: -

- (a) 28 days or more in advance/notice – full refund of Booking Charge will be given.
- (b) 15 to 28 days in advance/notice –25%. will be retained by or payable to SeaLock Infinity  
75% of hire charge will be refunded
- (c) 7 to 14 days in advance/notice - 50% of hire charge will be refunded.  
50% will be retained by or payable to SeaLock Infinity
- (d) Less than 7 days in advance/notice - 25% of hire charge will be refunded.  
75% will be retained by or payable to SeaLock Infinity

**Any Deposit will be forfeited or due by all Hirer's, if the Booking cannot be filled.**

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## 5. LOSS, INJURY OR DAMAGE

### 5.1

The Hirer is responsible for the Security, any loss or damage to the building, fixtures, fittings, contents and decoration during the Booking.

### 5.2

SeaLock Infinity accepts no responsibility in respect of loss or theft of articles from the facility during the Booking or of any articles left within the facility after expiry of the Booking.

### 5.3

SeaLock Infinity accepts no responsibility for any loss or damage, including personal injury or death, should the facility prove to be unsuitable for the Hirer's intended use. The Hirer will be deemed to have been satisfied in this respect prior to the Booking commencing.

### 5.4

The Hirer must provide appropriate insurance to cover loss or damage of property belonging to the Hirer, SeaLock Infinity, persons participating in the event or members of the public and to cover death or injury of persons in the building during the period of Booking.

When an event is open to the public, the insurance must include public liability cover. A copy of the insurance certificate must be available on request by SeaLock Infinity and during Booking Times and should be able to be provided on request.

### 5.5

Notwithstanding the insurance requirement specified in these conditions, by proceeding with the Booking, the Hirer indemnifies SeaLock Infinity and SeaLock Centre against any loss, damage, or claim whatsoever arising as a result of the use of the SeaLock Centre for the Booking.

## 6. LAYOUT AND CAPACITY

### 6.1

The Hirer must notify SeaLock Infinity at the time of making and confirming the Booking of any specific requirements e.g. numbers of participants, tables and chairs required, bouncy castle and vendors attending, name of provider etc.

This must again be specified to SeaLock Infinity no later than seven days prior to the date of the event.

SeaLock Infinity will provide tables and chairs, but it is the Hirer's responsibility to set up the room as they wish.

### 6.2

The Hirer must adhere strictly to the maximum capacity specified for [SeaLock Infinity](#) and [SeaLock Centre](#) and the accommodation within that facility. Failure to comply with the maximum capacity may result in the immediate termination of the Booking, without any liability by [SeaLock Infinity](#) to the Hirer, or any other party, for any loss arising from such termination. All of the [SeaLock Centre](#) is open to inspection by Police Scotland, Scottish Fire & Rescue Service and Health & Safety Executive at any time.

## 7. SAFE USE OF COMMUNITY VENUES

### 7.1

The Hirer is responsible for the provision of suitable automatic cut-out circuit breakers for all events involving the use of any electrical equipment. Any portable electrical appliance to be used during the Booking must display a valid portable appliance test label or certificate, otherwise its use within [SeaLock Centre](#) is prohibited.

### 7.2

The Hirer is responsible for ensuring that all gangways, doorways, stairways, exits and designated fire exits are always kept unobstructed and all persons participating in the event are aware of the escape routes to the available exits.

### 7.3

The Hirer must be aware of all applicable Fire Regulations and Safety procedures as outlined in the Fire Evacuation Notices displayed in the [SeaLock Centre](#).

### 7.4

As much as reasonably possible, the Hirer MUST keep records of attendance for Fire Safety Procedures and in the event of evacuation.

### 7.5

No explosives, highly flammable spirits or liquid gas containers shall be brought into the [SeaLock Centre](#) and the use of naked lights in any part of the facility is strictly prohibited.

### 7.6

In the event of an accident within the facility, the Hirer must immediately report the incident to a member of [SeaLock Infinity](#) or [SeaLock Centre](#) staff, or the responsible volunteer, and an accident report form must be completed by the Hirer and returned to [SeaLock Infinity](#) as directed on the form.

### 7.7

In accordance with the Prohibition of Smoking in Certain Premises Regulations 2006, smoking, which includes the use of electronic cigarettes, is not permitted in any [SeaLock Infinity](#) building, immediate perimeter and is not permitted within [SeaLock Centre](#) or the grounds. [SeaLock Infinity](#) have provided a designated area at their building for Smoking and Vaping and only this area can and must be used

### 7.8

The Hirer is responsible for ensuring that all areas and activities are risk assessed prior to allowing participants to take part.

## 8. PROPERTY / EQUIPMENT

### 8.1

All additional fittings, decorations or scenery of any kind provided by the Hirer shall be subject to the approval of [SeaLock Infinity](#) or the [SeaLock Centre](#) before being fitted and must be removed, if required, on the orders of [SeaLock Infinity](#) or the [SeaLock Centre](#). Failure to remove items as required will result in [SeaLock Infinity](#) or the [SeaLock Centre](#) making arrangements to remove and any expenses incurred will be charged to the Hirer.

### 8.2

All other property brought into the [SeaLock Centre](#) by the Hirer must be removed at the end of the Booking unless otherwise authorised by [SeaLock Infinity](#) or the [SeaLock Centre](#). Failure to comply with this condition will result in additional hire charges and/or any costs incurred relating to their temporary removal.

### 8.3

The Hirer shall not interfere with electrical fixtures and fittings. Portable electrical appliances may be used only in accordance with [Condition 7.1](#) and provided any such additional loading complies fully with applicable Regulations.

### 8.4

No fixings of any kind (blue/white tack, adhesive tape or fixings, bolts, nails, screws, etc.) shall be attached to any part of the interior or exterior of the [SeaLock Centre](#). Unless prior consent from [SeaLock Infinity](#).

### 8.5

The Hirer must leave the [SeaLock Centre](#) in a clean and tidy condition. Failure to comply may result in an additional charge to cover costs of additional cleaning.

## 9. NOTICE / DISPLAY BOARDS

### 9.1

The use of community facility notices / display boards is prohibited unless by prior arrangement with [SeaLock Infinity](#).

### 9.2

No posters, boards, placards, logos, fittings, banners, signs or advertisements, or other display materials, shall be affixed to any internal or external doors, walls, windows, railings or by any other means of display within the [SeaLock Centre](#) or grounds without prior consent of [SeaLock Infinity](#).

## 10. STEWARDING

### 10.1

The Hirer is responsible for the provision of stewards and security staff and for the maintenance of good order at the event for which the [SeaLock Centre](#) has been Booked. [SeaLock Infinity](#) may specify and/or engage stewards, security staff and first aid personnel on behalf of the Hirer at the Hirer's expense in circumstances proportionate to the purpose, nature and extent of the event for which the [SeaLock Centre](#) has been Booked.

## 11. PERFORMING RIGHTS SOCIETY (PRS) / PHONOGRAPHIC PERFORMANCE LTD (PPL) / PHOTOGRAPHY

### 11.1

The Hirer must comply with all of the Performing Rights Society regulations and supply any relevant information pertaining to this as requested by [SeaLock Infinity](#).

### 11.2

[SeaLock Infinity](#) will not provide licenses from the Phonographic Performances Ltd in respect of use of sound recordings.

### 11.3

The use of any photographic equipment within the facility will be entirely at the discretion of [SeaLock Infinity](#).

Please note that in the, [SeaLock Infinity](#) will be applying for this licence, but at this time it is the Hirers Responsibility to have their own PPL cover in place.

## 12. LICENCE TO SELL ALCOHOL

### 12.1

[SeaLock Infinity](#) policy abides by the Licensing (Scotland) Act 2005 that regulates the sale of alcohol in Scotland.

For the purposes of this Act, the licensing objectives are as follows:

- (a) preventing crime and disorder,
- (b) securing public safety,
- (c) preventing public nuisance,
- (d) protecting and improving public health, and
- (e) protecting children from harm.
- (f)

### 12.2

If you are planning to serve or sell alcohol, please get in touch with us to discuss the nature of your event before booking. Applications for permission to sell alcohol during a Booking must be submitted to the Licensing Authority at the same time as the application for Booking is submitted to [SeaLock Infinity](#). Alcohol may be sold within [SeaLock Centre](#) only subsequent to the grant of an Occasional Licence by the Licensing Authority. The Hirer is

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responsible for ensuring that all alcohol is sold in accordance with the Licensing (Scotland) Act 2005 as amended and any particular conditions imposed by the Licensing Authority. A copy of the Occasional Licence must be shown and if requested provided to [SeaLock Infinity](#) prior to the Booking date. A copy should be present at the [SeaLock Centre](#) for the duration of the Booking. The granting of a licence does not mean a Booking is automatically approved.

### 12.3

[SeaLock Infinity](#) reserves the right at any time to withdraw permission for the sale of alcohol during the Booking or to specify additional conditions of Hirer/Booking, notwithstanding that of which an Occasional Licence may have been issued by the Licensing Authority.

### 12.4

[SeaLock Infinity](#) shall be entitled to restrict or alter the times and conditions of the Booking, or cancel the Booking, where the Licensing Authority has rejected an application for the sale of alcohol during the hours for which a Booking of [SeaLock Centre](#) has already been granted.

### 12.5

The Hirer must comply with the current licensing laws in every respect in relation to the Booking.

### 12.6

A license is not required for a Bring your own Bottle (BYOB) event. If Hirers are intending to have alcohol, they must identify the fact clearly when Booking and confirm to [SeaLock Infinity](#) that all the objectives of [12.1](#) will be achieved. [SeaLock Infinity](#) may insist on Stewarding at Bring your own Bottle (BYOB) events.

## 13. FOOD SAFETY

### 13.1

The Hirer is required to ensure compliance with the Food Hygiene (Scotland) Regulations 2006 and related Regulations, or any amending legislation.

### 13.2

[SeaLock Infinity](#) recommends that the Hirer uses an experienced professional caterer with appropriate qualifications.

### 13.3

If the Booking involves preparing or heating food within [SeaLock Centre](#), the Hirer must show and upon request provide [SeaLock Infinity](#), proof that a current Basic Food Hygiene Certificate is held by any food handler.

### 13.4

Prior to submitting the application for Booking the Hirer must ensure that the facilities available within the community venue are adequate to enable any catering to be provided during the Booking to be undertaken, in accordance with the statutory requirements.

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## TERMS & CONDITIONS OF BOOKING SEALOCK CENTRE

### 13.5

The onus is on the hirer that any food provided and served is of safe quality following conditions in [13.1](#).

### 13.6

The Hirer will be responsible for the disposal of all waste generated during the Booking and where necessary will make special arrangements for its removal by a licensed contractor prior to the expiry of the Booking. Failure to do so will result in an additional charge being made to the Hirer.

### 13.7

Failure to comply with the above may result in the termination of the Booking.

## 14. SPECIALIST / SPORT / COACHING BOOKINGS

### 14.1

All Bookings of a coaching / teaching nature are approved on the understanding that the coaching / teaching is provided by an appropriately qualified person. The Hirer will also be responsible for obtaining Public Liability Insurance. [SeaLock Infinity](#) may require evidence of any current qualification / insurance documents.

### 14.2

Appropriate footwear, clothing and equipment, including any necessary protective clothing and equipment, must be worn by all participants when undertaking sporting or specialist activities.

### 14.3

Special conditions will apply to the Booking of the [SeaLock Centre](#) for the activities listed below and separate details will be required with each application: -

Pitches / Play Areas / Gymnastic Equipment / Dog Training / Playing Fields / Specialist Classroom Equipment / Kitchens / Animal Shows /

## 15. REMOVAL OF RUBBISH AFTER BOOKING

### 15.1

The Hirer will be responsible for the disposal of all waste generated during the Booking. If necessary, the [SeaLock Centre](#) can by arrangement dispose of your Booking waste at the cost of **£2 per Bag** and should be advised on Booking form. Failure to do so will result in an additional charges being invoiced to the Hirer separately and deducted from Deposit.

## 16. AMENDMENTS TO CONDITIONS

### 16.1

[SeaLock Infinity](#) shall be entitled to amend or add to these conditions of hire at any time, Giving notice of and date of implementation.

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## 17. GENERAL

### 17.1

For the purposes of these Conditions: -

"SeaLock Infinity" shall include persons authorised by SeaLock Infinity Board of Trustees who have the authority to act on their behalf.

"SeaLock Centre" shall include persons authorised by SeaLock Infinity to act on their behalf with regards to the SeaLock Centre ONLY.

"Hirer" shall include the Hirer's employees, agents, tradesmen, contractors, suppliers and members of the general public entering at the invitation, express or implied, of the Hirer. "community facility" shall include all Community Education Facilities, Community & Leisure Centres, administered by SeaLock Infinity.

### 17.2

SeaLock Infinity or persons authorised by SeaLock Infinity or SeaLock Centre shall have access to all parts of the SeaLock Centre at all times, regardless of time or purpose of Bookings.

### 16.3

Any additional specific advice and instructions given by SeaLock Infinity in relation to any particular Booking must be strictly adhered to at all times during the Booking.

### 17.4

SeaLock Infinity or persons authorised by SeaLock Infinity shall have the right to suspend the Booking or take action at the discretion of SeaLock Infinity on any matter which in the opinion of SeaLock Infinity does not comply with the terms of these conditions or which SeaLock Infinity considers necessary in the interests of safety and good order or to deal with any contingency not covered by these Terms & Conditions

### 17.5

All groups of individuals where appropriate, must comply with the current Protection Vulnerable Groups Legislation and comply with Children First standards for child wellbeing and protection.

**Please tick the box to indicate that you have read, understood and agree to the terms and condition of use/Booking.**

**Please tick the box if you would like to receive Information and Marketing emails from SeaLock Infinity / SeaLock Centre**

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# TERMS & CONDITIONS OF BOOKING SEALOCK CENTRE

## Hire Charges

### Main Hall m2 Ceiling Height

Capacity – 150 Seated with Dance Floor - 200 Standing - 180 Theatre Style Seating

Charging / Booking Structure (per Hour)	Members and Not for Profit	Businesses and Classes	Parties and Fundraisers	<ul style="list-style-type: none"> <li>All Bookings will be inclusive.</li> <li>No entry prior to agreed Start time.</li> <li>Set up time and tidy up/take down time is inclusive of Booking times and departure of premises.</li> <li>Additional charges will be accrued out with Booking Agreement Times</li> </ul>
Monday to Friday (before 5pm)		£15	£15	
Sunday to Thursday (after 5pm)		£18	£18	
Friday to Saturday (after 5pm)		£22	£25	
Saturday to Sunday (before 5pm)		£20	£25	
Access to the Kitchen for Drinking Water, Hot Water and to Aid cleaning only				

### Crafty Lounge m2 Ceiling Height

Capacity - 15 Seated - 15 Standing – 15 Theatre Style Seating

Charging / Booking Structure (per Hour)	Members and Not for Profit	Businesses and Classes	Parties and Fundraisers	<ul style="list-style-type: none"> <li>All Bookings will be inclusive.</li> <li>No entry prior to agreed Start time.</li> <li>Set up time and tidy up/take down time is inclusive of Booking times and departure of premises.</li> <li>Additional charges will be accrued out with Booking Agreement Times</li> </ul>
Monday to Friday (before 5pm)		£10	£10	
Sunday to Thursday (after 5pm)		£10	£10	
Friday to Saturday (after 5pm)		£10	£10	
Saturday to Sunday (before 5pm)		£10	£10	
Access to the Kitchen for Drinking Water, Hot Water and to Aid cleaning only				

### Games :- **NOT YET AVAILABLE Coming Soon**

Charging / Booking Structure (per Hour)	Members and Not for Profit	Businesses and Classes	Parties and Fundraisers	<ul style="list-style-type: none"> <li>All Bookings will be inclusive.</li> <li>No entry prior to agreed Start time.</li> <li>Set up time and tidy up/take down time is inclusive of Booking times and departure of premises.</li> <li>Additional charges will be accrued out with Booking Agreement Times</li> </ul>
Monday to Friday (before 5pm)				
Sunday to Thursday (after 5pm)				
Friday to Saturday (after 5pm)				
Saturday to Sunday (before 5pm)				

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## TERMS & CONDITIONS OF BOOKING SEALOCK CENTRE

### Kitchen:- m2 Ceiling Height

Capacity – 6-8 People

Charging / Booking Structure (per Hour)		Initial Charge of	Per Hour After Initial Charge	
Prepare Food and then remove to Booking Area		£15	0	<ul style="list-style-type: none"> <li>All Bookings will be inclusive.</li> <li>No entry prior to agreed Start time.</li> <li>Set up time and tidy up/take down time is inclusive of Booking times and departure of premises.</li> <li>Additional charges will be accrued out with Booking Agreement Times</li> </ul>
Prepare Food and use Equipment then remove to Booking Area		£15	£15	
Prepare Food, Use Equipment and Serve Food		£20	£20	
Access to the Kitchen for Drinking Water, Hot Water and to Aid cleaning only				

### SeaLock Lounge m2 Ceiling Height

Capacity – 15 Seated – 15 Standing – 15 Theatre Style Seating

Charging / Booking Structure (per Hour)	Members and Not for Profit	Businesses and Classes	Parties and Fundraisers	
Monday to Friday (before 5pm)		£10	£10	<ul style="list-style-type: none"> <li>All Bookings will be inclusive.</li> <li>No entry prior to agreed Start time.</li> <li>Set up time and tidy up/take down time is inclusive of Booking times and departure of premises.</li> <li>Additional charges will be accrued out with Booking Agreement Times</li> </ul>
Sunday to Thursday (after 5pm)		£10	£10	
Friday to Saturday (after 5pm)		£10	£10	
Saturday to Sunday (before 5pm)		£10	£10	
Access to the Kitchen for Drinking Water, Hot Water and to Aid cleaning only				

### Café/ Bistro Area :- NOT YET AVAILABLE Coming Soon

Charging / Booking Structure (per Hour)	Members and Not for Profit	Businesses and Classes	Parties and Fundraisers	
Monday to Friday (before 5pm)				<ul style="list-style-type: none"> <li>All Bookings will be inclusive.</li> <li>No entry prior to agreed Start time.</li> <li>Set up time and tidy up/take down time is inclusive of Booking times and departure of premises.</li> <li>Additional charges will be accrued out with Booking Agreement Times</li> </ul>
Sunday to Thursday (after 5pm)				
Friday to Saturday (after 5pm)				
Saturday to Sunday (before 5pm)				

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## TERMS & CONDITIONS OF BOOKING SEALOCK CENTRE

### Sky Lounge :- m2 Ceiling Height

Capacity - 30 Seated - 40 Standing - 30 Theatre Style Seating

Charging / Booking Structure (per Hour)	Members and Not for Profit	Businesses and Classes	Parties and Fundraisers	<ul style="list-style-type: none"> <li>• All Bookings will be inclusive.</li> <li>• No entry prior to agreed Start time.</li> <li>• Set up time and tidy up/take down time is inclusive of Booking times and departure of premises.</li> <li>• Additional charges will be accrued out with Booking Agreement Times</li> </ul>
Monday to Friday (before 5pm)		£10	£10	
Sunday to Thursday (after 5pm)		£10	£10	
Friday to Saturday (after 5pm)		£10	£10	
Saturday to Sunday (before 5pm)		£10	£10	

Access to the Kitchen for Drinking Water, Hot Water and to Aid cleaning only.  
**NOT Whilst Function is on in Main Hall Access Given by Side Entrance**

### Additional Information

Access to the Kitchen for Drinking Water, Hot Water and to Aid cleaning only.  
**Access through side Entrance when Main Hall In Use**

A separate charge for the kitchen applies,  
**When using the Equipment, cooking meals and when booked independently**

- Hires are a minimum of 120 minutes Unless otherwise agreed by Board of Trustees before confirmation of booking.
- [\(1.4 Condition of Booking\)](#) All bookings made in respect of **SeaLock Centre** are inclusive of start time/set up time and tidy up/take down time and departure of Premises. Additional charges will apply if agreed booking times change or are exceeded.
- Parties and fundraising events will require a minimum of a 3 hour Booking time (inclusive of setup and tidy up)
- A minimum £30 deposit will be required within 24 hrs to confirm your booking. This will be returned upon verification of condition of facilities within 7 days of Hire.
- All Regular Bookings are not charged a deposit but will be responsible for any damage occurring during the booking and will be invoiced separately.
- [4. Cancellations](#) advised of cancellation period required
- Discounts will be applied for the use of more than 1 room.

**Please tick the box to indicate that you have read, understood and agree to the terms and condition of use/Booking.**

Operated By  
**SeaLock  Infinity**  
 Delivering The Future  
 With The People of Grangemouth

