



Stair Community Centre

Room hire policy

Stair Community Association has developed this Room Hire Policy to provide access to a transparent booking procedure for community groups, private organisations, individuals, and commercial users wishing to hire rooms within the Centre.

1. Guidelines

Room hires are not automatic and will be at the discretion of Stair Community Association or the Booking Secretary.

Room hires after midnight will be brought to the attention of the Committee for consideration.

All hires must be inclusive of set up and clear out times.

Stair Community Centre is a No Smoking Area within the building and this must be adhered to. Smoking and vaping is permitted outside the building, away from the entrances and windows.

Stair Community Association is not responsible for any loss or damage to personal property or vehicles and contents that may be parked on the premises.

All hirers must secure adequate insurance for hires, including public liability insurance.

All hirers must comply with all rules/regulations as set out in the booking form.

All hirers must be 18 or over years of age.

Current room hire charges and areas for hire can be found on the website and are available from the Booking Secretary.

A booking for a room(s) does not preclude other rooms being hired by other hirers.

The Committee reserve the right to cancel or postpone a booking in the event of a Local Council, Scottish Government or UK Government edict.

2. Charges

All charges will be subject to periodic review by the Committee and members will be consulted at the next Annual General Meeting. The calculation of charges will consider the costs of heating, lighting, cleaning and insurance incurred for the event.

Stair Community Association reserves the right to require a deposit over and above the hire charge as surety against damage to the premises and/or equipment, or the premises being left in an unacceptable condition necessitating incurring additional costs for cleaning or other expenses.

3. Booking Process

The hirer may, in the first instance, check availability of the premises via the calendar on the website. NB: This does not guarantee availability or confirmation of hire.

The hirer must complete a booking form, setting out the time, date, area/s to be hired and the nature of the event, either using the online booking system <https://hallbookingonline.com/staircc/> or by requesting a paper booking form from the Booking Secretary.

The Booking Secretary will consider the booking application and either agree the hire or pass it for further consideration to the Committee to either agree or decline the hire.

Unsuccessful Applications for Hire shall be informed by the Booking Secretary. Successful Applications for Hire shall be informed by the Booking Secretary confirming the hire and setting out the terms and conditions of hire, the costs and payment arrangements.

If the Booking Secretary is unavailable to cover the hire, the Committee may find an alternative key holder to cover for the hire.

NB: Affiliated groups have their own designated key holders.

A receipt for all payments received will be issued by the Treasurer.

4. Room Capacity

The maximum number of people permitted to attend an event will depend on the nature of the activity. Guidance shall reflect capacity approved by committee. The numbers will differ for seated events, dancing events and dining.

Room	Seated at tables	Theatre style	Dance/party
Young Farmers Room	48	50	50
Church Room	48	50	50
Drill Hall	80	100	100
Rural Room	48	50	50
Kitchen	40	40	40

5. Hire Rates

The minimum hire period for non-affiliated bookings is 2 hours.

Hirer	Charge	Time	Affiliation fee
Affiliated group	£20 per session (up to 4 hours)	Morning, afternoon, or evening	£30 per annum
Member	£20 per session (up to 4 hours)	Morning, afternoon, or evening	No affiliation fee
Non-affiliated	£15 per hour	Minimum 2 hours	No affiliation fee

Prices as from 1st January 2026

Stair Community Association

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www.staircommunitycentre.co.uk