

Templar Arts & Leisure Centre (TALC)

Terms & Conditions of Hire

Booking, cancellation and payment

By making a booking you are agreeing to the terms and conditions as set out below.

1. All bookings are at the discretion of the Templar Arts & Leisure Centre Trust.
2. The Trustees reserve the right to claim all or part of the hiring charge if the hirer cancels the booking with less than 4 (four) weeks notice. If you are unable to give 4 weeks notice of cancellation, please contact us to discuss your situation – exceptions may be made at the discretion of the Trustees. Individual hirers and community groups will not be charged for sessions cancelled because of the weather or illness if notice is given in advance of the session to Macintyre's or to talcbookings@icloud.com.
3. Payments for the hire of the hall can be made by BACS, cheque or cash.
4. Community groups are asked to pay monthly in arrears.

Conditions of Use

It is a condition of the hire that the premises are left in a tidy condition at the end of the hiring period:

1. TALC is no smoking throughout. Candles, tea lights and other naked flames are not permitted.
2. Drawing pins, tacks, staples etc will mark the walls and must not be used. Posters or decorations should be secured using removable adhesive putty (such as Blu Tac) only to the picture rail and must be removed as soon as possible.
3. Tables, having been wiped over, should be returned to where you found them
4. Chairs should be returned to their stacks and should be stacked no more than six high for safety.
5. Rubbish must be placed in the appropriate bins provided or removed from the premises. Glass bottles/jars etc must be removed by the hirer – there is a glass recycling area at Tarbert bus stop & turning circle.
6. Floors should be swept or vacuumed (there is a vacuum cleaner on each floor).
7. Please leave the kitchen clean and tidy – empty kettles and unplug at the wall. Wash, dry and store any crockery used and thoroughly clean all kitchen work surfaces.
8. Check that the toilets are left clean.
9. Please ensure that all windows and doors are securely closed when you lock the hall after your let.
10. Report any faults / damages/ breakages by a noting them on the whiteboard in each room. These will be noted once a week and dealt with as soon as possible.

Any additional Hall Cleaner costs through non-compliance with the above may be levied on the hirer - a charge of £11 per hour for cleaning over and above the cost of the room hire may be made if the hired space is not left clean and tidy to the satisfaction of the Trustees.

Heating and Electricity

1. Please do not adjust the heating controls, these are preset and must not be touched. Groups habitually disregarding this will be asked to pay higher room hire fees.
2. Any electrical equipment brought into the hall by the hirer or on behalf of the hirer must be PAT certified.
3. Please ensure that all lights and electrical sockets are turned off when you lock the hall.

General

1. The Terms & Conditions set out above must be adhered to by all who use the building.
2. Terms & Conditions apply to all current members of organisations hiring the hall and will be automatically adopted by future members of these organisations.
3. The Trustees reserve the right to change these Terms & Conditions at any time at their discretion.
4. In order to receive a let of Templar Arts & Leisure Centre, organisations working with children must comply with the Protection of Children (Scotland) act 2003 (POSCA). This means that you MUST have a valid POSCA compliant Child Protection Policy for your Group. Any staff/volunteers who could be seen to have a "child care position" as defined under POSCA must be fully vetted and hold a POSCA certificate.
5. Any problems or questions please contact us at talcbookings@icloud.com. There are emergency telephone contacts in the main entrance foyer.
6. The Trustees accept no responsibility for loss or damage to any property left on the premises.
7. The Hirer is responsible for any damage or loss to the building during the hire period. If there is loss or damage, the hirer must inform us by email or phone within 24 hours. Any costs for repairs or loss replacement may be levied on the Hirer.

Please leave the hall in the condition in which you would wish to find it.

**We thank you for your help and co-operation and hope that you enjoy the use of
Templar Arts & Leisure Centre.**

Thank You!