

## Conditions of Let

Your attention is drawn to the following conditions which are taken from the Guide & Pricing Policy for Community Centres. The person responsible for the hire should make themselves aware of all conditions.

The hirer shall leave the hall in a clean and tidy condition. Additional charges may be levied if the areas used require additional cleaning.

All bookings **need to include** set up and clearing time – all equipment needs to be cleared out by the end of the booking.

All hirers will adhere to the fire safety regulations laid down for each facility. The responsible person must be familiar with the Community Centre's Fire Plan prior to the let.

Groups or individuals, hiring any accommodation for youth groups (under 16 years of age) within a Community Centre will be responsible for ensuring that the person responsible during the let is PVG Registered.

It will be the hirer's responsibility to ensure that all equipment or property brought into the premises is safe and sound condition and complies with all relevant safety regulations. LIVE Borders reserves the right to exclude any equipment or property that it deems unsuitable. Electrical items must be PAT tested.

The hirer shall be responsible for any damage done to the premises or the fittings and furniture therein during the time of the let and shall be bound to meet any costs incurred.

Neither smoking nor the use of E-cigarettes is allowed in any SBC/LIVE Borders Centres.

No animals, other than guide dogs, may be brought into the centre without prior consent from the Management Committee.

LIVE Borders, through the Management Committee retains the right to refuse any booking that is considered unsuitable or that it is unable to facilitate.

The hirer must ensure that all licenses and permissions appropriate to the let are in place prior to commencing the let. Failure to do so may result in the cancellation of the let on the instruction of the Management Committee or representative of SBC/LIVE Borders.

All users have the right to complain to the Management Committee and to LIVE Borders. A copy of the complaints procedure is available in the Community Centre office.

The management Committee reserves the right to refuse an application, to impose special conditions or to modify, transfer or terminate a let.