

Skelmorlie Community Centre – Conditions of Let

- Users shall at all times co-operate with the Steward and follow any reasonable instructions given. If a function is planned the user should have a nominated person at the door at the start.
- Some events will require setting up time before the event. The Steward will advise what time is available when the event is booked.
- The Centre must be cleared 15 minutes after the agreed finishing time. The accommodation must be left in a clean condition otherwise a cleaning charge will be levied.
- Functions for children must be adequately supervised.
- Users must accept full responsibility for accident, injury or damage to persons or property as a result of their use of the Centre.
- The Centre Committee will not be held responsible for the loss of possessions left in the Centre.
- When the kitchen is used for catering. The facilities must not be used to cook meals. The cooker is only provided for heating pre-cooked food. Lessees use equipment at their own risk and must leave the equipment in a clean condition.
- The rear door of the hall must be kept clear at all times as an emergency exit.
- Rooms not included in the let must not be used.
- Users should take all precautions to stay safe and complete a risk assessment for their let.
- Users should respect any biological guidance for the protection of all users and staff.

IN THE EVENT OF A FIRE ALARM

- The person in receipt of the let and signee of the let application must accept responsibility as the leader of the group and co-operate and follow the instructions of the Steward.
- Be responsible for and supervise the orderly evacuation to the football field of all persons attending the event.
- Check that all present at your event are accounted for and out of the centre.

Please see over for functions selling alcohol

FUNCTIONS SELLING ALCOHOL

- All functions selling alcohol (beer, spirits, wine) must, by law, obtain a License which must be displayed at the Bar together with a price list.
- One hour will be allowed to set up the bar on the day of the event at a time agreed by the Steward.
- The bar and stock must be cleared from the Centre on the night of the event.
- There should be a nominated supervisor for every fifteen people attending the event.
- Glasses, cans, bottles, crockery and cutlery must be cleared from the tables at regular intervals during the function and when the bar closes.
- The bar must be closed 30 minutes before the end of the function.

FURTHER CONDITIONS

- The maximum accommodation limits are:

Main Hall (Dance/Party)	120	Theatre seating arrangement	150
Upper Hall	50 seats	Eddie Scott Room	30 seats

- The Centre closes at 10.30 pm each night. For Dances, Parties, Weddings etc the closing time is midnight. This may be extended to 1 am if agreed when booked.
- Bookings normally take 14 days to process and hence should be made at least 14 days before the event.
- For all Private Functions, the let must be paid to the Steward seven days before the event.
- The Centre Management Committee reserve the right to refuse accommodation to any person or organisation at any time.