

Terms and Conditions of Licence to Occupy - Community Associations working in partnership with North Ayrshire Council – February 2026 (V2)

Section 1 (General)

1. For the duration of the hire period, the customer (hereinafter referred to as the “licensee”) shall have the right to enter and use the premises or grounds (hereinafter the “venue”) under a licence to occupy only and no relationship of landlord and tenant is created between North Ayrshire Council/Community Association and the licensee. North Ayrshire Council retains control, possession and management of the venue and the licensee has no right to exclude North Ayrshire Council/Community Association from the venue. North Ayrshire Council/Community Association reserves the right to enter the venue at all times during the hire period.
2. If a venue is hired for a purpose that involves working regularly with young people under the age of 18 then the licensee must have a Child Protection Policy in place. If a venue is hired for a purpose that involves working regularly with vulnerable adults, then the licensee must have an Adult Protection Policy in place. Copies of these policies must be provided to North Ayrshire Council/Community Association upon request. The licensee is responsible for ensuring that all staff, volunteers and sub-contractors working with children and/or vulnerable adults adhere to national guidance and have been vetted through Disclosure Scotland and/or recently registered with the PVG Scheme as required to ensure compliance with the Disclosure (Scotland) Act 2020 and the Protection of Vulnerable Groups (Scotland) Act 2007. Further national guidance on child protection can be obtained from the North Ayrshire Child Protection Committee's website, which provides information for professionals working within North Ayrshire, including guidance for practitioners and staff on child protection and safeguarding.
3. Smoking and Vaping are prohibited in and around all North Ayrshire Council premises. “No smoking/vaping” signs will be displayed in all such venues, and it will be the responsibility of the person who signed the licence to occupy application to ensure compliance.
4. It shall be a material condition of every licence to occupy that the licensee shall not engage in or permit activity in the venue that in the reasonable opinion of North Ayrshire Council that
 - contravenes the Equality Act 2010 or would so contravene the Equality Act 2010 if the activity was carried out by the Council,
 - infringes or is liable to infringe the Convention rights of others,
 - provides a platform for extremists or disseminates extremist views.

North Ayrshire Council/Community Associations have responsibilities to ensure that venues are not used for events that promote hate, intolerance, or pose a risk to public order, in line with government legislation such as the Counter Terrorism and Security Act, Crime and Disorder Act, Human Rights Act, and Equality Act. North Ayrshire Council in its exercise of due diligence may carry out statutory searches to monitor compliance with this term.

5. North Ayrshire Council or the Community Association cannot accept responsibility for any loss of possessions, loss or damage to equipment or materials or for personal injury unless negligence by North Ayrshire Council or the Community Association can be established. Licensees are responsible for ensuring that children and vulnerable persons are adequately supervised at all times and that personal possessions are adequately safeguarded.
6. The licensee shall indemnify North Ayrshire Council and the Community Association against any claim arising out of or connected with their licence to occupy the venue in respect of (1) breach of or any infringement of the Copyright, Designs and Patents Act 1988 or (2) breach of the North Ayrshire Council's Agreement with PPL PRS Ltd.
7. The licensee will indemnify North Ayrshire Council and the Community Association against all expenses, liability claims and proceedings whatsoever arising under statute or common law in respect of personal injury to or death of any person whomsoever and loss of or damage to any property whatsoever (real or personal) arising in connection with their licence to occupy, occupation and use of the venue. Nothing in this contract limits any liability which cannot legally be limited, including liability for death or personal injury caused by breach of duty by North Ayrshire Council.
8. Licence to occupy applications will only be accepted from persons aged 18 years or over.
9. A minimum of 14 days' notice must be given when a licence to occupy is requested.
10. Cancellations must be made in writing and will only be eligible for a refund if made with 10 days notice. Refunds are made at the discretion of the Community Association. Cancellations should be emailed to the Community Association.
11. Licensees must ensure that set up and clear away time is included in the time they book the venue for. Access will only be given from the time booked, for example, if your party starts at 7pm consider what time your bar/caterer/DJ will need in to set up. If you do not book sufficient time for set up and clear away, the Community Association reserve the right to amend/cancel your booking to take account of any other licences to occupy that are booked after or before you.
12. Charges will be in line with North Ayrshire Council's approved pricing structure which can be accessed at [North Ayrshire Council Charging Structure](#). Conditions of licence to occupy may be subject to variation at North Ayrshire Council's sole discretion. Price increases are likely to be introduced on 1 April each year, they will apply to any previously booked/granted licences to occupy which have not yet taken place. In the case of recurring licences to occupy, the new charges will

apply to any part of the licence to occupy not undertaken at the time of the introduction of the new charges. Our charitable rate is only applicable to groups registered with the Office of the Scottish Charity Regulator (OSCR) and at the discretion of the Community Association.

13. Community Associations reserve the right to apply additional charges where staffing requirements exceed normal levels, for example when extra supervision, security, set-up, or out-of-hours support is required. These costs will be assessed on a case-by-case basis to ensure full cost recovery and the safe, compliant operation of the facility.
14. Community Associations will also retain final decision-making authority on all charging matters. This includes determining the appropriate charging category, applying any exemptions or additional costs, and ensuring that all bookings align with policy, operational capacity, and the overall objectives of the service. Their decisions will be final to maintain fairness, consistency, and effective management across all facilities.
15. The available licensing periods will be set annually and may be subject to change at North Ayrshire Council's/Community Associations discretion.
16. If the licensee fails to attend on the stated days and times specified on the application form, the licence to occupy will be charged at the full rate. Such failure may also result in review of further licences to occupy for that organisation, group or customer.
17. Where a licence to occupy in a North Ayrshire Council venue is approved for the purpose of private gain by an individual or commercial organisation, full economic rate will be charged.
18. North Ayrshire Council/Community Association reserves the right to request copies of groups' constitutions and a list of office bearers at any time.
19. The licensee must cover the expenses for extra cleaning and waste management, as well as for repairing any damage to or loss of property and/or equipment that occurs during their occupancy or as a result of their use of the Venue or equipment.
20. North Ayrshire Council is committed to providing customers and clients with an effective and efficient service in a polite and respectful manner. Our staff have the right to be treated with respect in return. Aggressive or violent behaviour, in any form, including the use of foul or abusive language towards North Ayrshire Council staff will not be tolerated. Accordingly, anyone acting in an inappropriate manner will be asked to leave the venue and if necessary, the Police will be contacted.
21. The person applying for the licence to occupy is responsible for ensuring that the conditions of licence to occupy are adhered to. It is important to consider this when applying for a booking as the applicant will be held responsible for damage or loss suffered by North Ayrshire Council/Community Association.
22. No licences to occupy will be granted for any period after 1.00am unless written permission has been received from North Ayrshire Council.
23. No nails, screws, glue, adhesives, cello tape, sticky tape, tacks, or similar shall be used to make fixings in structure, furniture or fittings in any premises unless

specific permission is given in writing. Damage charges may apply should these be used without written permission.

24. All property/equipment/belongings/unused supplies/unsold goods must be removed from the venue immediately at the end of the licence to occupy, or later with prior approval from the Community Association. North Ayrshire Council/Community Association cannot be held responsible for the loss or damage of any property/possessions left at the Venue.
25. Advertising for commercial businesses is not permitted within the venue. Only approved community advertising may be displayed.
26. Disabled parking bays (if any) should only be used by authorised blue badge holders. Licensees must reinforce this message to group members and ensure that they adhere to this.
27. It is expected that the licensee is in attendance for all licences. In the exceptional circumstances where the licensee cannot attend they must appoint an appropriate responsible adult who will supervise the licence to occupy and ensure all licensing conditions are adhered to. The licensee must provide the responsible adult's contact details to the Community Association as soon as reasonably practicable.
28. North Ayrshire Council or the Community Association reserve the right at their sole discretion to refuse any application for a licence to occupy a venue.
29. North Ayrshire Council or the Community Association reserve the right at their sole discretion to cancel bookings without prior notice to accommodate other services fitting with North Ayrshire Council's essential priorities. Licensees are encouraged when booking large scale events to carry their own insurance to alleviate the implications of any licence to occupy being cancelled.
30. Additional terms and conditions will be applied to contact sports events, teenage parties and other high-risk events. This may also apply to other bookings at North Ayrshire Council's/Community Associations discretion.
31. Insofar as the licence to occupy, or any part thereof, may relate to "functions of a public nature", the licensee shall for the duration of the licence to occupy act compatibly with the United Nations Convention on the Rights of the Child (Incorporation) (Scotland) Act 2024. During the period of the licence to occupy, the licensee shall produce such evidence to satisfy the Council that the licensee has complied with this clause. For further guidance please visit Statutory guidance on Part 2 of the UNCRC (Incorporation)(Scotland) Act 2024 which contains some discussion about what is meant by "functions of a public nature".

Section 2 (Health and Safety)

1. Organisations and individuals making use of the venue must accept full responsibility for any accidents, injury, or damage to any person as a result of the activity carried out by them or which may occur as a result of their use of the venue. All such organisations must have sufficient insurance cover in place to meet this responsibility and shall produce the relevant insurance certificate to North Ayrshire Council or the Community Association on request.
2. No additional fittings of stage curtains, drapes, props or decoration shall be carried out or introduced without the prior approval from the Community Association. Before approval can be given the licensee must confirm in writing that all material has been rendered fireproof.
3. Under no circumstances should power supplies and utilities be tampered with. If additional electrical services are needed, a written request must be submitted to North Ayrshire Council/Community Association at the time of booking. When permission is granted for the use of additional electrical equipment, it may be necessary to equip the devices with Residual Current Devices (RCDs), which are safety devices designed to protect against electric shocks and fires by automatically cutting off the electricity flow. The licensee is responsible for checking electrical equipment brought to our sites for safety prior to use. Notwithstanding the foregoing, North Ayrshire Council/Community Association reserves the right to disable and remove any equipment discovered to be defective.
4. Sound amplification must be kept to the levels stipulated by the staff member on duty or as otherwise directed by an officer from North Ayrshire Council's Environmental Health team.
5. Where the licensee is an employer subject to the Provisions of COSHH (Care of Substances Hazardous to Health 2002) Regulations, the licensee must ensure these are adhered to. Licensees will seek advice from North Ayrshire Council/Community Association and shall comply with any instructions given.
6. Any use of fireworks or pyrotechnics for outdoor events must be properly planned, controlled, risk assessed, insured and managed by a competent company, organisation or person and must be authorised by North Ayrshire Council. Risk assessments, evidence of appropriate insurance, suitable stewarding arrangements and adequate first aid provision must be submitted and approved by the venue booking office before any promotion or licence can take place. Failure to comply with this process may result in restrictions being placed on future use and action may be taken to address the impacts of any unauthorised activity which may include financial recovery. For further guidance on risk assessments, please refer to the Health and Safety Executive guidance. [Risk assessment: Risk assessment: Template and examples - HSE](#)
7. Confirmation of a booking within a community facility does not permit the use of the surrounding council grounds for any extended activity or event. Should you wish to organise an outdoor activity/spectacle within community facilities grounds, you must clearly include the outdoor area you intend to hire within your booking forms so that it can be considered as part of the overall application. For further

information on organising an event outwith community facility premises and grounds, please contact events@north-ayrshire.gov.uk.

8. Candles are only permitted to be used on cakes for parties and other celebration events. Battery powered decorative candles must be used for table displays and venue dressing. Flares and sparklers are prohibited in all North Ayrshire Council venues.
9. In the event of an incident or accident within the venue, the licensee has a responsibility to report the incident or accident without delay to the member of staff on duty/Community Association.
10. New licensees are responsible for making themselves aware of the venue's fire evacuation procedures by approaching the member of staff on duty. They are also responsible for relaying the fire safety procedures to participants via a pre safety announcement and ensuring their participants comply with the fire evacuation process. Participants/members of each group must be aware of the method of exit from the building and the position of the Assembly Area after leaving the building. Licensees are advised that the member of staff on duty will conduct a Fire Drill twice per annum and they must co-operate therewith.
11. It is a requirement that the licensees of all recurring licences to occupy indoor premises, in cooperation with the staff member on duty, undertake a Fire Drill twice per annum.
12. Practical and physical education activities must be conducted in accordance with the appropriate Code of Practice for the activity. A copy of the relevant Code of Practice may be inspected by arrangement with the staff member on duty. Where required, a current risk assessment must be completed by a qualified individual for the activity being carried out and must be available for inspection by North Ayrshire Council/Community Association. Where relevant, safe systems of work should also be completed and shared with North Ayrshire Council/Community Association on request. For further guidance on risk assessments, please refer to the Health and Safety Executive. [Risk assessment: Template and examples - HSE](#)
13. The licensee will take responsibility for conducting, recording and sharing their own risk assessments with appropriate group leaders and participants. Risk assessments must be up to date and available for inspection at any time by the venue booking office/Community Association. Please refer to [Risk assessment: Template and examples - HSE](#) for further guidance on risk assessments.
14. It is the policy of North Ayrshire Council that specialist activities can only be undertaken by suitably qualified persons endorsed by the appropriate national governing body e.g. British Amateur Gymnastics Association or Scottish Football Association. North Ayrshire Council/Community Association shall have sole discretion in deciding what constitutes an appropriate national governing body. North Ayrshire Council advise that whilst lesser qualifications may be deemed suitable by licensees for such activities, all licensees are advised to note council policy and ensure that adequate third-party liability and professional indemnity insurance are in place. North Ayrshire Council and the Community Association

takes no responsibility for the negligence, fault or failures of the licensee and participants.

15. All passageways and exits must be kept clear and emergency exit doors / gates kept unlocked during the period of occupancy.
16. Tickets must not be issued, nor persons admitted in excess of the capacity of the area of licence. Advice on maximum capacity levels can be obtained from the Association.
17. All applicants must detail the type of apparatus, objects or equipment being set up at the point of booking. The Community Association/staff member on duty reserves the right to refuse the use/set-up of apparatus, objects or equipment on the grounds of Health & Safety or risk of damage to property. North Ayrshire Council prohibits the use of certain equipment within its venues, such as smoke, bubble, cold spark, and foam machines, as well as any other equipment deemed unsafe. Furthermore, balloons used on the premises must be weighted down to prevent the activation of intruder alarms. The use of prohibited equipment and/or the activation of intruder alarms due to failure to comply with this clause may result in additional charges.
18. Regular use of kitchens for the operation of a community café will only be approved where a clear community benefit can be demonstrated, and where profits are reinvested to maintain or enhance that benefit, for example through the provision of an accessible or subsidised menu. Organisations operating a kitchen on a recurring basis must hold appropriate training and valid public liability insurance. Approval for a recurring licence to operate a community café can only be granted by North Ayrshire Council. The Licence to Occupy confirmation does not provide exclusive rights to the licensee, and approval may be reviewed or withdrawn if conditions are not met or if other priority usage of the facility is identified.
19. Food handling, preparation, storage and service by recurring licensees or food businesses must comply with all relevant food law in Scotland and with any requirements issued by North Ayrshire Council's Environmental Health service. Individuals supplying food for private, community or charity events must ensure that all food provided is safe to eat and prepared using good food hygiene practices, including maintaining clean work areas, preventing cross contamination and keeping food at safe temperatures.
20. Organisers must take reasonable steps to provide accurate information about food allergens and ensure that anyone consuming food can obtain clear details of any ingredients that may cause an allergic reaction. Environmental Health officers may inspect food activities to verify compliance, and any concerns raised must be addressed promptly. For advice on food safety contact environmentalhealth@north-ayrshire.gov.uk.
21. Kitchen and bar equipment must be cleaned after use, to the satisfaction of the member of staff on duty/Community Association. All crockery, cutlery and glasses must be washed and disinfected in the dishwasher or by hand using a suitable cleaning product and British Standard disinfectant.

22. All waste (including food) must be segregated appropriately using the waste receptacles provided. Signage is available in each kitchen detailing the requirement to comply with North Ayrshire Council's waste management policy.
23. During the course of the licence to occupy the licensee has responsibility for advising the member of staff on duty of any liquid spillages, glass breakages or any other hazards that may cause harm.
24. For recurring licences, it is the licensee's responsibility to complete and provide copies of Personal Evacuation Plans (PEEPS) for each person who may require assistance evacuating the building. For further information contact the Community Association.
25. If the licensee decides not to use the venue due to severe weather, they will still be charged, unless North Ayrshire Council has closed the venue for health and safety reasons.
26. If the licensee plans to install and use inflatables or other high-risk equipment that are not supplied by North Ayrshire Council/Community Association, a copy of the company public liability insurance, risk assessment, and safety rules may need to be provided to the Community Association prior to the booking being confirmed. It is the licensee's responsibility to ensure that there is an appropriate adult-to-children supervision ratio at all times, in all circumstances, without exception during the event. Please note that North Ayrshire Council and the Community Association will not assume any liability for the supervision and safety of children.
27. For any Temporary staging the responsibility to comply with Section 89 of the Civic Government (Scotland) Act 1982, regarding platforms or stages over 600mm in height, lies with the licensee. The licensee must also ensure that any application for approval from the Building Standards team is granted. Additional information is available at the Raised Structures permit on the North Ayrshire Council website or by contacting buildingstandards@north-ayrshire.gov.uk. This is in accordance with the Civic Government (Scotland) Act 1982, which mandates approval for the use of raised structures by the relevant local authority.
28. The staff member on duty or appropriate officer of North Ayrshire Council/Community Association, after due consideration, has the right to close the doors and refuse admission to venues on the grounds of Health and Safety, crowd control.
29. The licensee will be responsible for ensuring all attendees comply with the Health & Safety and general conditions of licence.
30. Assistance dogs are permitted within all North Ayrshire Council venues. Animals are generally not permitted in community facilities where their main purpose is to provide entertainment. Dog training is not classified as animals for entertainment and is therefore permitted as an exception. Prior agreement for dog training is confirmed through the approved licence to occupy. The organisation hosting the dog training must hold appropriate public liability insurance and relevant training certification. All dogs attending must be exercised beforehand, fully immunised and managed in accordance with appropriate hygiene standards before, during and after the booking in line with national governing body guidelines. Dogs must remain under control at all times and owners must comply with all club rules.

Section 3 (Licensing)

1. Licensees wishing an occasional alcohol licence must submit their application for the licence to occupy prior to the occasional alcohol licence being applied for. At least 28 days' notice is required for all applications. Enquiries about occasional alcohol licences should be directed to licensing@north-ayrshire.gov.uk.
2. Alcohol can only be sold under an Occasional Licence granted by North Ayrshire Licensing Board. The occasional licence authorising the sale of alcohol will cease 45 minutes before the licence to occupy finish time.
3. The licensee must enforce bar opening and closing times in accordance with the occasional alcohol licence and ensure that patrons vacate the Venue on time.
4. For licensees' information: the licensing legislation:
 - requires the public display of licences prior to the bar opening and for the duration of the alcohol sales.
 - authorises the Police or the Licensing Standards Officer to inspect any premises covered by a licence (such as an "Occasional Licence" for the sale of alcohol).
5. If a public performance of speech, singing, live music or acting is intended, it is important that the applicants indicate this clearly on the licence to occupy application form and the licensee shall be responsible for obtaining any licence necessary. 6 weeks' notice should be given for any licence. Enquiries should be directed to licensing@north-ayrshire.gov.uk.
6. Licensees who intend to operate fairground attractions, sell goods/trade, or host raffle, gambling activities such as race nights, lottery or bingos must contact Licensing in advance of such events taking place to enquire about any necessary licences required. Licensees must state clearly on the licence to occupy application form when goods are being sold/trading is taking place. Enquiries should be directed to licensing@north-ayrshire.gov.uk.
7. A licence to occupy will not be granted for any event or activity that comprises a striptease or nude show, whether a sexual entertainment venue licence is required or not.
8. Race nights may only be operated as non-commercial events and must comply fully with the Gambling Commission's fundraising guidance. They are permitted only under one of the following non-commercial gaming categories: non-commercial prize gaming, non-commercial equal chance gaming, or incidental lottery. The licensee is responsible for ensuring full compliance with all Gambling Commission rules and limits. Failure to comply may result in the activity being treated as contrary to the Gambling Act 2005, for which the licensee will be fully responsible.

9. Incidental lotteries and raffles must be conducted fully in line with the Gambling Commission's guidance, and the licensee is responsible for ensuring the activity meets the legal definition and requirements of an incidental lottery. If the activity differs in any way from the permitted incidental lottery rules, the licensee must inform the venue booking office and seek guidance. Failure to comply may result in the activity being treated as contrary to the Gambling Act 2005, for which the licensee will be fully responsible.

10. Where a car boot sale or the sale of goods is proposed, these activities will be treated in the same way for licensing purposes. A Market Operator's Licence (MOL) is required for any private market where goods are sold by more than one seller. A MOL is not required when the activity is conducted by charitable, religious, youth, recreational, community, political, or similar organisations that fall under recognised exemptions. The licensee is responsible for complying with all legal requirements, and the venue booking office can provide signposting or guidance where necessary.

11. Where the licence holder proposes to show films television programmes or other audio-visual content to members of the public within the venue, whether free of charge or otherwise, the licensee must ensure that all required permissions and licences are in place before any screening takes place. This includes compliance with copyright law and any relevant licensing requirements. Personal or domestic streaming accounts must not be used where this would breach the service terms. The Council does not provide film or copyright licences as part of this Licence to Occupy and accepts no responsibility for securing permissions. Responsibility for compliance rests entirely with the Licence Holder. Further guidance is available at: <https://www.gov.uk/showing-films-in-public>. Failure to obtain the appropriate permissions may be treated as a breach of this Licence.

Section 4 (Halls)

1. Booking times must be strictly adhered to. Charges will be made up to the nearest half hour and for a minimum of one and a half hours and where use extends beyond the end of the licence to occupy, an additional charge at the appropriate rate will be made.
2. Recurring licences must be booked annually around March for the term April-March, all groups will be advised by email to book for the following year. A delay in responding to us with renewal information, may result in your slot being allocated to another group. Renewal of recurring licences are subject to the condition that, if the venue is needed for other priority use fitting with North Ayrshire Council priorities, the licence to occupy will not be granted. Where possible at least one week's notice will be given for such events, and alternative accommodation will be provided. Please also refer to General Condition point twenty-seven for information on emergency cancellations with no prior notice.
3. A licence to occupy (other than for weddings and wedding receptions) will not be accepted more than one year in advance unless with special permission from the venue booking office/Community Association.
4. A damage or disturbance deposit of up to £500 will be taken for 18th/21st/High Risk Licences. This will be refunded after the event, only if no damage to the venue and no callouts to standby occur.
5. In the event that damage occurs to the venue and either (1) no deposit was taken or (2) the deposit is insufficient to meet the costs of remedying any damage caused, then North Ayrshire Council/Community Association reserves the right to recover additional sums due from the licensee.
6. High risk events require two fully qualified Security Industry Authority (SIA) badged Stewards to be arranged by the bar provider and licensee – failure to arrange this will result in the licence being refused. North Ayrshire Council/Community Association has sole discretion in deciding whether an event is high risk.

Section 5 (Supervision of Licence)

1. Licensees hosting events with alcohol sales or consumption must provide a ratio of one volunteer steward for every fifteen guests, with a minimum of five stewards. These volunteer stewards, responsible adults, are required to be present at the event, identify themselves to the staff, provide support in case of incidents or emergencies, and share responsibility for attendee conduct such as ensuring there is no drunk and disorderly behaviour or drugs misuse within or around the venue. Licensees must confirm the availability of suitable adult stewards during the booking process, and North Ayrshire Council/Community Association may conduct informal interviews with organisers to ensure adequate public safety and venue security controls are in place.
2. Licensees holding function for parties where 11 to 17 years olds are in attendance are required to provide a ratio of one volunteer steward to every fifteen guests with a minimum of five being available. Licensees must confirm at the time of booking that suitable adult stewards are available to supervise the licence as per

Supervision of Licence term 1 above. North Ayrshire Council/Community Association may also request an informal interview with the organisers of the event. Customers will also be required to adhere to additional terms and conditions specific to youth functions and must complete an additional form confirming compliance prior to the booking being accepted.

3. The licensee must strictly adhere to the advice and instruction of the member of staff on duty or appropriate officer at all times.
4. Supervision by a responsible adult is required at all times for children in our community facilities to ensure their safety and wellbeing.

Section 6 (Contact Sports Events)

1. Licensees must ensure that fire exits and passageways are free from obstruction at all times i.e. free from tables, chairs and any other equipment.
2. Licensees are required to speak to the Venue Assistant in advance of the event commencing to familiarise themselves with the Fire Safety procedure. Licensees will arrange a pre-event safety announcement detailing the fire drill procedure and nearest fire escape routes and muster point.
3. Licensees must take responsibility for ensuring the venue is set up with no loose or trailing cables or equipment located across walkways which may cause tripping hazards.
4. Licensees must have the necessary medical first aid emergency measures in place for the duration of the booking.
5. Licensees must advise the Venue Assistant without delay of any liquid spillages, glass breakages or any other hazards that may cause harm.
6. Licensees must ensure all participants are examined by a suitably qualified medic prior to the bout.
7. Licensees must ensure that the sports ring is inspected and/or approved as required by the relevant sport's governing body, that the capacity of the room is adjusted accordingly and that the ring doesn't affect any emergency exits etc. If required the Building Standards Team can be contacted buildingstandards@north-ayrshire.gov.uk for advice.
8. Licensees must forward in advance of the booking a copy of the layout plan to the Community Association.
9. Licensees must ensure that any stage barriers temporarily erected for safety will remain a fixture until such times as the member of staff on duty removes these.
10. Licensees must ensure that no change will be made to the set up after this has been agreed unless prior consultation has taken place with the Community Resources Section or Building Standards Department.
11. Licensees must ensure that participants are appropriately trained and qualified to take part in the bouts. All participants must be signed with a registered contact sport club.
12. Licensees must ensure that sufficient Public Liability Insurance with a minimum of £5 million pounds cover is in place which covers the event and shall exhibit this prior to the event.

13. Licensees must ensure that entry to the function will be by advanced ticket sale only adhering to the maximum capacity levels.
14. Licensees must ensure that the North Ayrshire Councils 'No smoking/vaping' policy shall be adhered to within all areas of the venue and the surrounding environs including the front.
15. Licensees must acknowledge and accept that the Venue Assistant on duty has the right to terminate the booking at any time on the grounds of Health & Public Safety.

Section 11 (Payments/Invoices)

1. Payments for one off events must be paid 4 weeks in advance. Failure to pay in advance will result in your booking being cancelled and may risk future bookings.
2. Regular bookings will be invoiced in arrears and must be paid within 21 days as stated on the invoice. Failure to pay invoices will result in your group being issued with a cancellation and may risk future applications.
3. The licensee who has submitted the application form is responsible for any costs related to the booking.

The Community Association with the consent of North Ayrshire Council has the right to immediately terminate bookings which are already underway if there is a material breach of any terms and conditions under the licence to occupy agreement. North Ayrshire Council or the Community Association shall have sole discretion to determine whether any breach is material.

North Ayrshire Council reserves the right in all cases to cancel or alter any of the conditions of licence to occupy at North Ayrshire Council's sole discretion. All charges are subject to alteration by North Ayrshire Council without requirements for notice to licensees.

Implemented: February 2026

Review Date: September 2027