



# Stair Community Centre

## Booking Form

Name	
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### Contact Details

Name	Address		
Hirer		Tel no.	
		Email	

### Booking Details

Please give date and time required

Description of event	
Room(s) required	
Equipment required	

### I have read and agree to abide by the conditions of use

Signed		Date	
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Please return to: Kate Gulliver, Auchmannoch Cottage, Sorn, MAUCHLINE KA5 6JP

### Stair Community Association

a Scottish Charitable Incorporated Organisation, SCIO Scottish Charity Number SC023898  
Stair Community Centre, Trabboch, MAUCHLINE KA5 5HT  
[www.staircommunitycentre.co.uk](http://www.staircommunitycentre.co.uk)

## Terms and Conditions

1. All applications for the hire of rooms at Stair Community Centre (the Centre) will be made on the appropriate application form.
2. Unless agreed otherwise, the person (over 18 years of age) signing the application form will be the Hirer.
3. Except where these Conditions state otherwise, any organisation named on the application form will be jointly liable with the Hirer under these Conditions.
4. The charge for the hire of the room(s) commences on the hour of initial entry and ceases on the hour of final vacation. Early entry will be charged on this basis.
5. The Hirer will be responsible for the payment of the charge for the hire of room(s) in accordance with the fees operating at the time of hire and any other charges described under these Conditions.
6. The Hirer will ensure that the room(s) is only be used for the purpose indicated on the application form.
7. The Hirer is responsible for maintaining good order and the behaviour of the users of the room for the duration of the hire. Due regard is to be given to other users of the Centre.
8. The Hirer may be required to supply stewards to help supervise entry and conduct at some events. The Secretary will inform you of this requirement, if applicable.
9. The Hirer will ensure the room(s) is left in a clean and tidy condition.
10. The Hirer will ensure that all equipment or property brought into the Centre is in a safe and sound condition and complies with all the relevant safety regulations. The Committee or the caretaker reserves the right to exclude any equipment or property deemed unsuitable.
11. The Hirer is liable for all damage to the Hall during the hire period and will be charged accordingly for any repairs required.
12. The Hirer will ensure that the Food Hygiene Regulations are adhered to in the Hall, where applicable.
13. Unauthorised use of copyright material is prohibited in the Centre and the Hirer will ensure that the relevant Copyright Act is enforced in the Hall.
14. The Hirer will familiarise themselves with the fire safety measures in the building.
15. The Hirer will ensure that at no time is the maximum capacity of the room(s) exceeded.
16. The Hirer will ensure that there is a person designated to supervise the overall control of the hire, and, in particular taking control in an emergency. The person designated is to be named on the application form, and is to be present for the duration of the hire.
17. The Hirer will ensure that all licences and permission have been obtained for the hire (for example, theatre, trading and liquor licences).
18. Without limiting any other aspect of these Conditions, the Hirer will indemnify the Stair Community Association from and against all actions and claims arising from the hire, including (but not limited to) any loss of property, health and safety, food hygiene and performing rights issues. Hirers should be aware that suitable insurance can be obtained.
19. The Committee will monitor compliance with these Conditions of Hire, and reserves the right of access to any part of the Centre at all times.
20. The Committee reserves the right to cancel any booking, at any time and will not be liable for any loss or damage arising from such cancellation.
21. The Committee or caretaker may refuse entry at any time.
22. The Committee will settle any dispute which arises, and its decision will be final
23. All users working with children under 16 or vulnerable adults, must have at least two adults in charge who have enhanced disclosure checks and a child protection policy.