

SYMINGTON COMMUNITY PROJECTS LTD
COMMUNITY HALL - CONDITIONS OF LET

The Company would ask those wishing to hire the hall to respect the following conditions of let:

1. All hall bookings are to be made in advance by contacting the Hall Letting Administrator.
2. Please give 48 hours notice of cancellation of booking, unless in an emergency situation. If the booking is for a one-off function then 7 days notice of cancellation is required.
3. The person applying for the let (the lessee) should be 18 years of age or over and is responsible for ensuring that the conditions of the let are observed.
4. The lessee should not attempt to open the hall or adjust the heating, as this is the Company's responsibility. The Company is responsible for the security of the hall and no non-company member or organisation shall be authorised to be in receipt of keys.
5. Lessees must ensure that the number of people in the halls does not exceed the following:

| | Hall 1 | Hall 2 |
|---------------------------|---------------|---------------|
| With tables set out: | 70 | 40 |
| For meetings, shows, etc: | 90 | 60 |
6. The lessee must comply with the Company Policy on Safeguarding Children and Young People. It is recommended that all leaders, helpers and employees who have regular access to children should be checked with Disclosure Scotland.
7. Children must be supervised at all times when they are in the halls. Children are not permitted on the stage in Hall 1 unless taking part in an organized activity.
8. The lessee must accept full responsibility for any accident, injury or damage to any person, which may occur as a result of the use of the premises.
9. Any damage to the property must be reported to the Company via the Hall Letting Administrator immediately.
10. The misuse of or damage to the property will result in reimbursement from the lessee.
11. The Company does not accept responsibility for loss or damage to the lessee's property.
12. The lessee should have adequate insurance to cover themselves and their equipment in connection with their use of the premises.
13. The hall must be left in a clean and tidy condition and tables and chairs must be put back in place after use. Cleaning materials may be found in the cupboard adjacent to the Hall 2 entrance.
14. Smoking, including the use of e-cigarettes, is prohibited in the Halls.
15. The use of any form of smoke generation or dry ice making machinery is strictly forbidden without prior authorisation from the Company.
16. Alcohol may be served by Company permission only. Alcohol must not be sold on the premises.
17. The lessee must nominate a competent person to take charge in case of fire and the nominated person must familiarise themselves with the Fire Evacuation Procedures.

18. All passageways within the building must be kept clear at all times.
19. Additional portable electrical or gas appliances cannot be used without prior Company authorisation. All electrical appliances brought into the building must carry a current PAT certificate.
20. Cooking is not permitted on the premises other than in the designated kitchen area.
21. Any organisation failing to honour the Conditions of Let may have the term of their let terminated at any time.
22. The Company reserves the right to refuse the let of the hall to any given organisation should it so decide. It also reserves the right to cancel a booking in the event of the premises being required for use as a Polling Station or for emergency accommodation.
23. Should any lessee wish to submit a complaint, this should be addressed in writing to the Hall Letting Administrator.

It is hoped that by accepting the above conditions, the hall can be used for the benefit of all organisations.

The Executive Board

Symington Community Projects Ltd