



Uphall Community Trust with Kings Church West Lothian **Booking Terms and Conditions**

We hope you have a great time booking Uphall Community Centre in partnership with Uphall Community Trust with Kings Church West Lothian SCIO.

Please see our Vision and Values document for an overview of who we are and why we exist.

At this time of transition, these details are subject to change by the trustees. Should this impact your booking we will let you know at the next renewal or with a reasonable notice period.

If you have any questions, please get in touch via communitycentre@kingschurchwl.org.

1. Access

- a. Access to the premises is permitted at the time shown on the booking confirmation (includes setting up/down) and lessees must vacate the premises by the finishing time shown on the booking form.
- b. Access arrangements vary by booking and this will be confirmed with your booking confirmation.
- c. Please register on arrival - details in your confirmation email.
- d. Any additional use of the premises either before or after the confirmed times may incur additional charges in line with our current booking fees, plus an 'overbooking' fee of up to 30%.

2. Person in Charge:

- a. The person named on the booking form will name one or more 'Person(s) in Charge' who must be in attendance for the duration of the let and must be over 25 years of age.
- b. This person will be responsible for following the Fire Safety Procedure in the event of a Fire in line with our policies.
- c. This person will be responsible for ensuring all the activity participants are accounted for in the event of emergency evacuation.

3. Payment:

- a. You will find a payment link in your confirmation email. Payment can be made by online card, bank transfer using goCardless, in person during office hours, or via bank transfer.
- b. Payment for occasional use of Uphall Community Centre must be received in full within 28 days of the invoice being sent, or if the booking is made with 28 days of the event, immediate payment is required. A refundable cleaning deposit will be required.
- c. Sessional (annual) term lets will be invoiced and should be settled within 30 days. Many groups choose to pay in advance to support the centre with sustainability and running costs, and you are invited to do this as you see fit.

4. Damage

- a. Any damage to the property or equipment that occurs during the let will be the responsibility of the person named as person in charge on the letting application.
- b. Notification of any damage should be made to centre staff immediately. If there are no staff members on site please use the welcome station to alert us as soon as possible.
- c. Charges may be levied at the discretion of the trustees.
- d. Please refrain from using Sellotape or other adhesives on windows, painted walls or floors

5. Cancellation:

- a. Please give us 7 working days' notice, to avoid us having to charge the full letting fee, which may be payable if this notice is not given.
- b. The Centre, should they need to cancel your let, will endeavour to give more than 1 weeks' notice should for any reason your let requires to be cancelled. Emergency/Adverse situations may require shorter notice periods but we will do our best to be in touch as quickly as possible.
- c. Please ensure you have correct licenses in place, as refunds cannot be given for incorrect or missing licensing.

6. Catering:

- a. Food should only be prepared on the premises with the prior approval of the Staff via your booking form.
- b. Strict conditions apply which will be advised at time of booking. The person booking, or the person in charge of the group or event must ensure that all current food safety requirements and/or their organisations policy is adhered to.

7. Storage and cleaning:

- a. The use of storage or equipment is prohibited unless permission is specifically granted.
- b. Rooms must be left as they are found with furniture and equipment returned.
- c. All Litter created by the event/activity must be appropriately deposited/removed from the area of use.
- d. Furniture must be wiped clean.
- e. If a room or hall is not fit for purpose, it is up to the lessee to make the decision to commence with the let or not. This must be reported via the welcome station as soon as possible.

8. Alcohol:

- a. The consumption of alcohol is strictly prohibited except for approved events either organised/approved by the trustees or centre staff in line with Trust policy.
- b. Any request for alcohol to be consumed must be applied for online as part of the booking process. Please get in touch regarding this as soon as possible.
- c. The lessee will be expected to comply with the conditions of the license or other non-licensed event stipulations.
- d. An additional 'Alcohol at Event' deposit may be required, and after a risk assessment, your booking may be made on condition that additional staffing is paid for.

9. Youth and Children's Activities

- a. Groups involving children and young people will be expected to have been adequately risk assessed and have safeguarding policy and procedures in place.
- b. Further information will be requested at time of booking and must be provided before bookings are confirmed.

10. Insurance:

- a. All users will be required to submit a copy of their public liability insurance where the event being applied for is open to the public at least 48 hours before the event.
- b. Please be advised that equipment held in the centre is not covered by insurance, each group is responsible for providing their own contents insurance.
- c. Please be advised that user groups are not covered for Public Liability insurance for their own activities.

11. Lets for Martial Arts/contact Sports

- a. These will be granted only to bona fide organisations recognised by the Scottish board of Control for Karate or the Martial Arts (Standards Agency)

12. Accidents and First Aid

- a. In the event of an accident, the lessee is responsible for ensuring the injured person receives appropriate medical attention and that all other members of the group are adequately supervised.
- b. All accidents must be reported to centre staff as soon as possible via the welcome point, or face to face.
- c. First Aid boxes are located in the office and kitchen. However, user groups are responsible for providing their own first aid equipment. Trust staff are not permitted to administer first aid to members of the public.

13. Fire Safety

- a. Fire exits and fire doors must be kept clear and closed at all times, respectively.
- b. The lessee is responsible for keeping an accurate count of all attendees for use during a fire drill or emergency and for advising their group members of the fire safety procedures. A copy of these procedures will be included with the confirmation of let.

14. Prohibited Items and Activities

- a. The use of pyrotechnics, smoke machines, and bubble machines is strictly prohibited in the centre.
- b. Naked flames and table candles are strictly prohibited.
- c. Smoking, vaping, and the use of e-cigarettes are prohibited inside and on the premises. Individuals who are smoking or vaping must not do so at entrance areas.
- d. Permission from the Centre Staff must be obtained for the use of any heat-generating source.

15. Risk Assessment

- a. The lessee is responsible for ensuring that all activities undertaken by the group have been risk-assessed and that these risk assessments are kept current.

16. Equipment and Third Parties

- a. The lessee is responsible for ensuring that any equipment brought onto the premises complies with current safety legislation.
- b. This requirement also applies to equipment provided by third parties (e.g., inflatables, disco equipment). The third party **MUST** present both the necessary certification and Public Liability Insurance prior to the commencement of the event.
- c. Inflatable equipment (such as bouncy castles or slides) used in the main hall must not exceed 15 feet in height.

17. **Maximum Capacities:** The following numbers must not be exceeded for each area:

- a. **Main Hall:** Seated at Tables: 80 / Seated in Rows: 120
- b. **Small Hall:** 40 Seated
- c. **Youth Room:** Up to 18
- d. **Creche Room:** Up to 12
- e. **Small Meeting Room:** Up to 12

18. **Lost Property:** The Trust does not accept responsibility for the loss of property belonging to users

19. **Communication:** It is the responsibility of the person booking the let to convey the conditions of let to the person or persons in charge of the group or activity. Any contravention of these conditions or actions or activities not aligning with the centre values may result in the lessee being asked to leave and the event being stopped and/or future bookings being cancelled



Uphall Community Trust with Kings Church West Lothian **Our Values Charter**

Vision and Values

We are an open and accessible community centre enhancing the well-being of West Lothian by fostering a culture of sharing, growth, and service. We will enable opportunities for those in the community who want to empower individuals, strengthen community bonds, and promote lifelong learning. We imagine a stronger, more resilient and active West Lothian through our shared work together and our individual groups and communities presence in our shared space.

1. Sharing:

- **We believe** that our community has a rich and diverse set of skills and experiences and West Lothian is stronger and better when we demonstrate and enable opportunities for people to serve one-another in sharing these.
- **We will** provide space for our community to share its skills, resources and abilities in an open way, building on our existing members' vision and values and releasing thousands of hours of community volunteering within existing, and new community groups and activities.
- **We strive for** a future with improved experiences, attainment, outcomes for people of all ages as they share an open and accessible community space and a centre bustling with people giving their time and talents to their local community, leading to a community that serves more and is stronger, more resilient and equipped.

2. Growing:

- **We believe** everyone is capable of growth when given space and opportunities to connect with their community around shared interests in a shared space.
- **We will** create spaces for the intellectual, social, spiritual and emotional growth of all ages and abilities. We will enable activities which support local needs, align with our mission, and contribute to the overall benefit of West Lothian.

20. **We strive for** a strengthened community where wellbeing is maximised, and the impact of poverty is reduced and quality of life is improved as opportunities are provided for people to develop their skills, connections and interests..