



Uphall Community Trust with Kings Church West Lothian **Occasional Booking Confirmation**

We are pleased to confirm your booking with us at Uphall Community Trust with King's Church West Lothian. Here is more information you will need for the lead up to your event and the day of. Please read it carefully and feel free to email and ask any questions you may have.

On the day

On the day of your event, there will be a volunteer who will greet you upon arrival approximately 15 minutes before your booking. They will show you the fire exits, the toilets and help locate any facilities you have hired (e.g. PA equipment, kitchen etc). They will also aim to answer any questions you may have. The volunteer will not remain on the premises during the event. At the end of your booking, a volunteer will return to inspect the venue and lock up. Upon leaving the venue, please close the doors firmly behind you.

Guests are responsible for setting up and packing away their equipment as they have found it. Codes for cupboards will be provided later in the document.

Guest Access

As our volunteer will not remain on the premises, you will need to provide access to your guests. You can do this in 3 ways:

- 1. Having a responsible person stand at the main door to allow guests to enter.*
- 2. Informing guests prior to the event to use our buzzer system at the main entrance (press 4 and the bell for the hall). You can then use the phone system to buzz the guests in.*
- 3. You can provide access directly via the hall fire exits which lead out to the park*

If you choose options 2 or 3, we recommend good communication with your guests for the smoothest transition. The main door has an alarm, if you hear a repeated sound that is not the fire alarm, it means that the main door is not closed properly. The sound will stop when it is closed.

Guest Responsibilities

- Guests are expected to set up and pack away any facilities or equipment they use during their booking.
- Guests are expected to leave all hired facilities in a similar condition to how they were found.
- Guests are responsible for disposing of any waste generated during their event.

Bins

Standard Waste Allowance

Guests may dispose of one bag per bin provided in the hired facilities. For example, if you have hired the Main Hall and Kitchen, you may use the bins provided in those areas and dispose of their contents without any additional charge. This consists of 1 recycling bin and 1 general waste bin per room and one food bin in the kitchen.

Additional Waste Charges

Any additional bags will be charged at £2 per bag if you wish to use the centre's external bins for excess waste. This charge will be deducted from the refundable deposit. Alternatively, you may take any excess waste away with you for disposal elsewhere.

Recycling Requirements

Recycling must be placed in clear bags and disposed of in the appropriate recycling bins. Any cardboard must be broken down before being placed in the bin. General waste must be placed in black bags and disposed of in the appropriate general waste bins.

Codes to access resources

While you are at the venue, you will likely need access to a few spaces which have codes.

In the main hall - cupboard 2 contains tables, chairs and our PA system

The code is: **C5206**

Our bin cage outside has a lock on it. The code is **C5206 (press the button underneath to unlock)**

Where is everything?

Bin bags can be found in the kitchen - there is a labelled drawer

First aid kit - can be found in the kitchen, it is also labelled.

Fire

Before our volunteer leaves, please ensure you are familiar with the fire exits and have read our fire guidance which is in every room. Your group is responsible for ensuring everyone is out of the building in the instance of a fire.

Inflatables

If you have hired inflatables, you **must** provide us with 3 pieces of information within a minimum of 14 days before the event:

- A PIPA certificate for the inflatable that is less than 12 months old
- Proof of the hirer's own public liability insurance
- A risk assessment, or a health and safety risk assessment for the inflatable

This information can usually be found on the hirer's website attached to each inflatable, they are also documents that are usually readily available upon request if you cannot find them there.

Once you have these documents, please send them to communitycentre@kingschurchwl.org

If you do not provide us with this information, our insurance is void and we will not be able to accept the inflatable on the premises on the day of the event. To avoid disappointment, we advise to seek this information upon hiring the inflatable and sending the information across as soon as possible.

Alternatively, you can pass this on to our staff members who will gladly help find this information for you. You will need to email them the company name and the bouncy castle which has been hired.

Alcohol

Alcohol can only be consumed on the premises with permission from trustees, with a minimum of 21 days notice. When you submit a request, you will be asked for further information and a decision will be given as soon as possible. If you are planning to serve alcohol on the premises but have not had permission, this may result in an immediate booking cancellation, including on the day.