

# West Calder Community Hub Letting Guide and Conditions

This guide tells you what you need to know to book West Calder Community Hub

## General Principles

- The Community Centre will only be let in line with the constitutional objectives set out in the West Calder Community Hub Constitution.
- West Calder Hub will actively seek to promote and provide use by local groups and organisations. It will aim to encourage bookings that have an obvious benefit to the local community and have local participation.
- Priority will be given to not for profit community groups which bring benefit to the local community.
- Priority will be given to activities organised, funded or supported by West Calder Hub and which promote activities for children/young people, activities for older people, health, participation, education and social activities.
- Charges will be fair and proportionate as defined by the West Calder Hub and shall reflect the commitment of access for all.
- West Calder Hub will not discriminate on grounds of race, nationality, gender, sexual orientation, disability, spiritual beliefs or age.
- West Calder Hub have an obligation to be 'good citizens' and retain the right to not accept bookings for, or to terminate an agreement with, any hirer that in our view puts our good name at risk.
- Please respect other users in the building.

## Terms and Conditions

### Access to the building

- Access to the premises will only be permitted at the time shown on the booking confirmation (includes setting up/clearing up) and you must be clear of the premises by the finishing time shown on the booking form.
- Any use of the premises before or after the confirmed times **may** incur additional charges. If the use overruns by part of the hour, the full hourly rate will be applicable.
- Groups will have access to the room/s they have booked plus communal spaces but no other bookable spaces

### Person in Charge

- The person named on the booking form as the 'person in charge' must be in attendance for the duration of the let and must be over 18 years of age.
- This person will be responsible for following the Fire Safety Procedure in the event of a fire.
- This person will be responsible for ensuring **all** the activity participants are accounted for in the event of emergency evacuation.

### Payment / Deposits

- Payment for use of West Calder Community Hub must be received in full prior to the event.
- All lets that receive an invoice should settle payment within 30 days.
- For functions that involve the consumption of alcohol West Calder Hub may ask for a "**good housekeeping**" payment. This will be refunded after the event on condition that no damage has been incurred, that waste has been taken away and premises have been left in a satisfactory state.
- A refundable **deposit** of £100 may be required (at the discretion of West Calder Hub) where a booking is made for private/commercial lets/parties. This secures your booking and will not be refunded if you cancel your let at short notice or do not attend.

### **Damage**

- Any damage which occurs to the property or equipment during the let will be the responsibility of the person named as 'person in charge' on the letting application.
- Notification of any damage should be made to staff as soon as possible. Damage charges may be levied at the discretion of West Calder Hub.
- Please refrain from using sellotape or other adhesives on windows, painted walls or floors.

### **Cancellation of one off lets**

- To cancel or amend a let 5 working days' notice must be given. The full letting charge may be incurred if the required notice is not given.
- If West Calder Hub are advised that any required licences are not in place the booking will be cancelled. The deposit will not be returned.
- Should we need to cancel your let, we will endeavour to give at least 2 weeks notice.
- Any weeks of an ongoing let not required must be informed at time of booking, otherwise they may be charged as if no notice was given.
- Emergency/adverse situations may require shorter cancellation notice periods.

### **Youth and Vulnerable Adult Activities**

- **Ratios:** where the centre has been booked for an event involving children/young people under 18 years, a ratio of 1 adult to 8 young people must be adhered to at all times. Ratios will vary dependant on activity and age group.
- **Child Protection:** any group or individual working with children/young people must meet the regulatory and statutory conditions set by Disclosure Scotland.
- It is the responsibility of the lead booker to ensure that all current Child Protection and Vulnerable Adult regulations are being adhered to.

### **Catering / Food Preparation**

- Food should only be prepared on the premises with the prior approval of West Calder Hub and in the Youth Café, which must be booked for this purpose.
- It is your responsibility to leave the kitchen facilities clean and tidy.

### **Removal of waste**

- For one off bookings or large parties, all waste/litter generated during the booking must be removed from the premises. Black bags will be provided to you – place your waste in the black bags provided and take with you when you leave.

### **Storage and Cleaning**

- The use of storage or equipment must be specifically granted by West Calder Hub – storage charges may apply.
- Following the end of a let period, West Calder Hub reserve the right to discard any unclaimed items/supplies/paperwork. Attempts will be made to contact the lead booker for a period of 30 days after the final letting date in an effort to arrange collection.
- Communication will be made via the channels provided on the let form (eg phone, email).
- Rooms must be left as found
- Furniture must be wiped clean if required before leaving the room/s.
- On arrival, if a room or hall is not fit for purpose, it is up to the lead booker to make the decision to commence with the let or not. If there are any issues please contact West Calder Hub Staff immediately.

### **Alcohol**

- The consumption of alcohol is strictly prohibited except for approved events either organised/approved by West Calder Hub or where a licence has been obtained and submitted.
- Any request for alcohol to be consumed must first be approved by West Calder Hub.
- The lead booker will be expected to comply with the conditions of the licence.

## Insurance

- If the event is open to the public the lead booker is responsible for ensuring that a copy of their Public Liability Insurance and current risk assessment is submitted to West Calder Hub **before** the event takes.
- Note: that user groups will need to arrange their own Public Liability Insurance.
- Any event arranged and managed by West Calder Hub will be covered by their own Liability Insurance.
- Note: any equipment stored/held within the centre is not covered by insurance; each group is responsible for providing their own contents insurance.

## Licences

- The lead booker is responsible for obtaining all necessary licenses to carry out their proposed activity in the building. Failure to do so may result in your event being cancelled
- Please refer to the West Lothian website for guidance: [www.westlothian.gov.uk](http://www.westlothian.gov.uk)
- Most licences take a minimum of 35 days to process - allow sufficient time to get your licence in place.
- **A Public Entertainment Licence (P.E.L)** must be applied for some events and activities. Please refer to the guidance on the WLC website: <https://www.westlothian.gov.uk/article/2488/Public-Entertainment-Licence> . This licence must be applied for through West Lothian Council.
- **Inflatable Bouncy Castles:** you (the lead booker) do not require a P.E.L if the bouncy castle is for a private function (eg children's party), however you **may** require a licence if it's for a public event. It is the lead bookers' responsibility to ensure appropriate licences are in place.
- West Calder Hub will have to cancel or postpone events/activities which are not properly licenced.
- It is a criminal offence not to have the appropriate licence in place.

**Lets for Martial Arts/contact sports:** these will be granted only to bona fide organisations recognised by the Scottish Board of Control for Karate or the Martial Arts (Standards Agency).

**Lost Property:** West Calder Hub and West Lothian Council does not accept responsibility for the loss of property belonging to users. Lost property will be kept for a maximum of **4 weeks** and items will be disposed of if not claimed.

**Car Parking:** there are a limited number of parking spaces available at the centre. These are available on a first come/first served basis. Please park responsibly. There is a drop off point at the front of the building, free on-street parking and free car parks near by.

## Health & Safety:

**Accidents:** In the event of an accident it's the lessee's responsibility to ensure that the injured person receives appropriate medical attention and that there's adequate supervision of other members of the group.

All accidents should be reported to West Calder Hub as soon as possible after the incident has occurred.

**First Aid:** user groups are responsible for supplying their own first aid equipment. West Calder Hub Staff cannot guarantee to be able to aid to members of the public

**Fire:** fire exits/corridors must be kept clear at all times. Fire doors must be kept closed at all times unless fixed open with a fire approved device.

**Entrance and exit doors** should not be wedged open – this ensures the building is kept secure and reduces the fire risk.

In the event of a fire drill or emergency it is the responsibility of the lead booker to ensure that an accurate tally of the numbers attending is kept and that members are advised of the fire safety procedures. Copy of procedures will be included in confirmation of let.

**Pyrotechnics / smoke machines** are prohibited in the centre

The use of **candles** and **indoor sparklers** are not permitted.

**Smoking/Vaping:** There will be no smoking/vaping anywhere on the premises and smokers/vapers must refrain from smoking/vaping at entrance/exit areas.

**Helium Balloons** – please do not bring helium balloons into the building – if left in the building they can set off alarms.

**Risk Assessment:** It is the lead bookers responsibility to ensure that the activities that the group are participating in have been risk assessed and that risk assessments are kept up to date. Please submit a copy to West Calder Hub for their records.

**Equipment:** it is the lead bookers responsibility to ensure that any equipment brought onto the premises meets current safety legislation. This includes third party participation, inflatables, disco equipment, where the third party **MUST** show both the necessary certification and Public Liability Insurance prior to the start of the event. All electrical equipment must have a current **P.A.T. Certificate**.

**Kitchen equipment:** please ensure young people and children are supervised when using microwaves, ovens or any other heat producing equipment

**Room Capacity** – please do not exceed the room capacity for the space you have booked.

**Statistics:** West Calder Hub gather statistics on building use – we ask that you complete the attendance form as requested.

**Data Protection:** Any data gathered for the purposes of the booking will be used solely for the purpose of administering the booking unless express permission is provided by the booker.

**PREVENT:** West Lothian Council is now required by legislation to ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. To support this requirement, identification (drivers licence or passport) may now be required by the person making the venue booking. Concerns will /can be escalated to the Anti-Terrorism Hotline on 0800 789 321.

Wherever there may be an immediate threat of action or risk of harm dial 999 and ask for the Police.

**It is the responsibility of the person booking the let to convey the conditions of let to all individuals participating in or attending the event. Any contravention of these conditions or the Code of Conduct may result in the lessee being asked to leave and the event being stopped.**

## Code of Conduct

1. Those attending any event within the Community Centre must, at all times, comply with any instructions given by centre staff in relation to health, safety or security matters
2. Individuals must not cause offence and are required at all times to be considerate and respectful towards others
3. All individuals involved in community/partnership centre lets are required to act in a way that is compliant with the law
4. Individuals attending the centre must not be under the influence of alcohol or drugs. Alcoholic beverages must not be brought onto or consumed in the centre unless permission is specifically granted by the committee.
5. Noise level must be kept at a level so as not to interfere with other activities in the centre or neighbouring buildings.
6. Offensive or intimidating language or behaviour should not be used.

## Contact Us:

**Email:** [Bookings@westcalderhub.org](mailto:Bookings@westcalderhub.org)

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