

## Kettins Community Hub

### Conditions of Let



1. Subject to approval by the Committee, the Kettins Community Hub (KCH) **is available for use** by:
  - a. Local groups for activities or fund raising
  - b. Local residents for private parties
  - c. Other interested parties at the discretion of the Hall Committee.
  
2. The following conditions will apply:
  - a. A **responsible person** (not under 21 years of age) who hires the facility shall be present and in charge during the whole period of time the public are in the facility. He/she is responsible for compliance with any health and safety requirements or letting conditions and the general behaviour of the public. He/she will be responsible to ensure that all members of the public have vacated the facility, before locking up and to check that the lighting is switched off. It is recommended that a mobile phone is available in case of a requirement to call emergency services.
  - b. **Health and Safety Compliance.** Risk Assessment. The responsible person, who hires the facility, shall ensure that any risks identified and actions to comply with regulations to protect the health and safety of those members of the public or staff are adhered to. A summary is included as part of the letting form.  
Certain items of equipment are not covered by the Hub's insurance e.g. a bouncy castle. Please check with booking secretary if you require assistance with this.
  - c. **Food.** The Committee accepts **no responsibility** for food made and served / food brought to the hall and consumed in the facility. **Food Hygiene Guidelines** are displayed, in the kitchen, and the **Food Safety Policy** should be read. Please read these and adhere to them.
  - d. **Fire Evacuation. The Fire Safety (Scotland) Act 2005** requires regular user groups to practise a fire drill every 6 months, the person in charge (usually the hirer) being responsible for this. In the event of fire, the person in charge will be responsible for checking the building, that all persons have evacuated, unless his or her life would be put in danger by doing so. Please ensure **all fire exits and access for emergency vehicles are kept clear at all times.** The Fire Safety precautions and emergency procedures information is located at the main door. Occasional users should familiarise themselves with how to raise the alarm and the locations of the fire exits in the event of fire or ask for a demonstration at the time of hire.
  
3. **Time of Let**  
The time of entry and departure to be agreed at time of booking and **this should be included in the letting form to the booking secretary** (any additional time will incur additional costs).
  
4. **Cleaning**

KCH users are expected to do their own housekeeping, leaving the facility in readiness for next user or elect to bear the cost of a cleaning contractor as housekeeping is not included in the rent. Should the facility not be left in a satisfactory condition acceptable for the next let, a fee will be charged. Housekeeping arrangements and returning of the keys must be agreed with Booking Secretary.

## 5. Public Nuisance

**Noise levels** must be kept to a minimum at all times in the car park and especially when leaving the building after 10pm to avoid creating a nuisance to local residents and no outdoor activities including the playing of music, use of PA systems and the erection of temporary structures will be allowed without prior permission from the KPH Committee.

**Car parking:** The car park accommodates 20 cars and the public car park at the KCH entry can be used for overspill. Please keep roadside parking to a minimum to avoid nuisance to local residents.

**Smokers** must use the outside area allocated. There is a strict no smoking policy in the building. Please use the bins provided to extinguish cigarettes and be aware of fire risk to crops in the adjacent fields.

## 6. Damage

The individual or user group using KCH will be held responsible for any damage to the facility, its furnishings, fittings, accessories or the surrounds. Any damage must be reported and made good at the expense of the individual or user group and will be made good to the full satisfaction of the KPH Committee. Broken crockery must be paid for. The Committee accepts **no responsibility** for the loss or damage to any property brought to the facility or its surrounds.

## 7. Child Protection

KCH has Child Protection Policy Guidelines. User groups involving children are requested to read and adhere to these guidelines. Such users are requested to complete both the conditions of let form and note this on the form

**8. Capacity** please note that the recommended numbers for the community hall is **50**. (32 in the community hall during COVID). Numbers in excess of this have to be agreed with Booking Secretary.

**9. Faulty or damaged equipment** found by facility users should be reported to the Booking Secretary for action by committee members.

**10. Lets** are available for: The community room, the playing field, the changing rooms, small meeting rooms and the kitchen. The use of the toilets and car park are included in the let. These should be selected on the booking form.

**11. COVID 19** The Hall Committee has taken all reasonable steps to prevent the spread of COVID-19 within the hub and ask **USERS** to read and comply with the guidelines on this. Social distancing in the kitchen is to be maintained.

## **Hub Letting Rates from 1 September 2020**

### **A Regular user groups (and other community groups)**

Ordinary regular meetings– Community Room - £10 per hour, Playing Field £10 per hour, Playing Field with Floodlights £15/hour, Changing Rooms - included.

Small meeting room - £10 for minimum 2 hour let

Parties or fund raising events £10 per hour

### **B Private parties and occasional hire.**

Family parties and Individual lets £10 per hour

Charity events/fundraisers, etc. £10 per hour – Community Room £10 per hour, Playing Field £10 per hour.

### **C Long lets (8 hours or more)**

By Agreement.

To make an enquiry about a booking please

- Check the calendar on [www.kettins.org](http://www.kettins.org) to find out if your preferred date is available.
- Complete the letting form and send it to the email below. Leave blank anything that you are unsure of and it can be discussed.
- The Booking Secretary will respond with any further information required and to confirm if the booking can be confirmed.

For any enquires re bookings and availability, please contact:

Booking Secretary: Susan Smith

Phone: 07546 278671

Email: [kettinshub@gmail.com](mailto:kettinshub@gmail.com)

Facebook: @kettinscommunityhub

**Kettins Community Hub Letting Form****Booking Number:** \_\_\_\_\_ (office use)

Please return this form completed to the booking secretary. Enquiries can be made by phone but a booking is not confirmed until a confirmation is sent and acknowledged.

<b>Hirer/ Responsible Person</b>		<b>User Group Name</b>	
		<b>Regular User</b> <input type="checkbox"/>	
<b>Address</b>			
<b>Telephone number</b>			
<b>Email Address</b>			
<b>Purpose of Let</b>			
<b>Facilities Required</b>			
	<b>Yes /No</b>	<b>Rate agreed</b>	
Community Room			
Playing Field		<b>Floodlights y/n</b>	
Changing Rooms			
Kitchen			
Access to Toilets			
<b>Equipment Required</b>			
Kitchen	Yes/No		
Tables and Chairs	-Number _____		
WIFI	Yes/No		
<b>Number of Users Expected</b>			
<b>Adults</b>	<b>Children</b>		
<b>Additional notes</b>			
Bouncy castle			
Music			
Use of outside space			
Other			

**Regular User Group Hire:**

Date required	From (am/pm)	To (am/pm)

**Private Hire/occasional Hire:**

Date required		Long let/set up time required
Hours required	From (am/pm)	To (am/pm)

Please make cheques payable to Kettins Community Hub or make payment by BACS to Sort Code 83-15-35, Account No 00115490.

Amount due	Payment to be made by: Receipt Required:	Received by Treasurer
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**Let Conditions and Assessed Risks**

I understand the requirements and any control measures required.

Conditions	Yes	N/A
1. Cleaning /COSHH		
2. Lights/Electricity/heating and Fire Safety Regulations		
3. Food Safety and Environment Policy		
4. Children and complying with legislation		
5. Car park		
6. Public Entertainment Licence Conditions		
7. Payment and hire overrun or cleaning charges		
8. Damages		
9. Other hub use requested		

a) I have read and accept the conditions of let for Users of Kettins Community Hub

b) I ..... will be the responsible person during the let/s.

c) I agree to pay the charges

Signature ..... Date .....

Let agreed and User Guide provided by ..... Date .....