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**The Scottish Centre for Children with Motor Impairments**

**Booking Enquiry**

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| **Contact Name:** |  | **Tel No:** |  |
| **Organisation****(if applicable)** |  | **Email Address:** |  |
| **Address:** |  | **Invoice Address (if different):** |  |
| **Area required:** | Conference Room[ ]  | Classroom / Meeting Room[ ]  | Foyer[ ]  | Dining Area[ ]  | Small Meeting Room / Lounge[ ]  |
| Outdoor Play Area / Gardens[ ]  | Hydrotherapy Pool[ ]  | Other (please state):[ ]  |
| **Date(s) of booking:** |  | **Arrival time:** |  | **Departure Time:** |  |
| **No. of Attendees:** |  |
| **Room requirements****(preferred layout, projector, laptop required etc.)** |  |
| **Hirer’s details****(Please tick all that apply)** | Family Affected by disability[ ]  | Charity / Third Sector[ ]  | Social Enterprise / CIC[ ]  | Hobby Group[ ]  | Self Help Group[ ]  |
| Other (Please specify):[ ]  |  |
| **For completion by organisations and groups only:** |
| **Local Authority:** | Choose an item. |
| **Annual Income** | <£250,000 per annum[ ]  | £250,000 + per annum[ ]  |

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| **Notes** |
| 1. 10% discount for hires of more than one room / location.
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| 1. One off events will be charged an additional £15.00 per event to cover set up and clear up costs
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| 1. All bookings are for a minimum of 2 hours.
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| 1. Charges are based on hourly rates. Should part of an hour be used the full hour will be charged.
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| 1. Access to Wi-Fi, Projector /TV monitor and sound system are included in room hire costs.
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**SCOTTISH CENTRE FOR CHILDREN WITH MOTOR IMPAIRMENTS**

**Terms & Conditions of Let**

**1. APPLICATION FOR LET**

* 1. All applicants must be over the age of 18 years and proof of identity/age may be required.
	2. All bookings made in respect of facilities are subject to the times stated on the booking form. Hirers must ensure that the facility is cleared at the appropriate time. Entry to the facilities will be from the time specified on the application for let. If, during the event, the hirer considers that the event may extend beyond the vacation time, permission must be sought from the Facilities staff member on the reception desk to extend the vacation time. If approved, additional time will be charged after the event as appropriate.
	3. All groups/organisations using accommodation shall state the purpose for which they are engaged and shall not be sub-let or alter the purpose for which they are engaged without the consent of SCCMI Centre Management. If the facility, or any part thereof, is used for purposes different from that for which they are engaged SCCMI reserves the right to terminate the booking at any time without SCCMI being liable to the hirer for costs incurred by the group/organisation.
	4. All applications must state the specific areas of accommodation within the facility required for the let. No other areas of the facility will be available as part of the let.
	5. No application for let will be accepted while any accounts for payment by the hirer to SCCMI remain outstanding.
	6. SCCMI reserves the right to grant or refuse any application for let in whole or part without giving any reason for the same.

**2. BOOKING FACILITY IN ADVANCE**

**2.1** Bookings for facilities can be made up to one year in advance of date of booking. Provisional bookings will be accepted within this timescale and will be held for 7 working days. A booking will be confirmed on receipt of a correctly completed application form. If no confirmation is received after 7 days the booking will be removed from the system.

**2.2** Advance applications for lets of a continual/repetitive nature are accepted solely on the condition that should the premises be required for other individual events, these would take priority. At least seven days notice shall be given to the hirer in all cases.

**3. PAYMENT**

**3.1** SCCMI reserves the right to bill additional charges as a result of any damage outlined in Section 5 after the event.

 **3.2** Failure to pay any accounts within the time required will result in no further availability of premises until the account is paid. Outstanding accounts will be passed to debt recovery for collection.

 **3.3** Payment in full is due a minimum of 7 days before date of booking.

**4. CANCELLATION**

**4.1** SCCMI reserves the right to cancel a let without being liable for compensation in the event of facilities being required for purposes deemed necessary by SCCMI.

**4.2** Notification of hirer’s intention to cancel a let must be made in writing. In the event of cancellation by the hirer the following charges are payable by the hirer, which includes accommodation and catering charges:

1. **More than 21 days – no charge**
2. **14 to 21 days in advance – 50% of hire charge**
3. **7 – 14 days in advance – 75% of hire charge**
4. **Less than 7 days in advance – 100% of hire charge**

**5. LOSS, INJURY OR DAMAGE**

**5.1** The hirer is responsible for any loss or damage to the building, fixtures, fittings, contents and décor during let.

**5.2** The hirer is advised that SCCMI can accept no responsibility in respect of loss or theft of articles from the premises during the let or of any articles left on the premises at any time.

**5.3** SCCMI accepts no responsibility for any loss or damage, including personal injury and death, resulting from the premises proving to be unsuitable for the hirer’s intended use.

**5.4** The hirer is advised to take out appropriate insurance to cover loss or damage of property belonging to themselves, SCCMI or members of the public and to cover death or injury of persons in the building during the period of hire.

**5.5** When an event is open to the public, the hirer is required to take out at least public liability insurance and the premises are let on the understanding that this will be done.

**5.6** The hirer must indemnify SCCMI against any loss or damage as described within these conditions.

**6. LAYOUT & CAPACITY**

**6.1** SCCMI shall be notified by the hirer at least seven days prior to the date of the hire that any arrangements can be made in terms of seating and layout.

**6.2** The hirer must strictly adhere to the capacities of the facilities. Failure to comply with the given maximum capacities may result in the termination of the let at any time without SCCMI being liable to the hirer for damages.

**7. HEALTH & SAFETY**

**7.1** If the hirer is intending to operate any portable electrical appliance not provided by SCCMI, this should be requested at the time of booking. This equipment must have a valid portable appliance test label or certificate. If the valid label or certificate is not available then this equipment will not be able to be used within SCCMI facilities.

**7.2** The hirer is responsible for ensuring that all gangways, doorways, stairways, exits and designated fire exits are kept unobstructed at all times and that their clients are aware of the escape routes to the available exits.

**7.3** Hirers must make themselves aware of Fire Regulations and procedures in force and as outlined in the fire evacuation notices displayed in the facilities.

**7.4** Hirers are responsible for the recording of attendance details for the purpose of evacuation.

**7.5** No explosives, highly flammable spirits or liquid gas containers shall be brought into the facilities and the use of naked lights in any part of the building is strictly prohibited.

**7.6** All chemicals or substances used by users must be approved by SCCMI. In accordance with the COSHH regulations SCCMI would then seek a product data sheet and thereafter carry out assessment of the product suitability in relation to Health and Safety. No chemicals will be allowed in any facility without prior approval.

**7.7** In the event of an accident within the premises the hirer must report the incident immediately to the staff member on reception and an accident report form must be completed and returned as specified on the form.

**7.8** Hirers who make use of the SCCMI hydrotherapy pool facilities are required to abide by relevant Health and Safety legislation and for use for swimming lessons must provide a Lifeguard at all times.

**7.9** In accordance with the Prohibition of Smoking in Certain Premises Regulations 2006, smoking will not be permitted at any events. Those who wish to smoke outside must be at least 30m away from the main building.

**7.10** Car boot sales are prohibited in the grounds of schools and community facilities.

**8. PROPERTY EQUIPMENT**

**8.1** All additional fittings, decorations or scenery of any kind provided by the hirer shall be subject to the approval of SCCMI before being fitted and must be removed, if required, on the orders of SCCMI. Failure to remove items as required will result in making arrangements to remove the same at the hirer’s expense.

**8.2** All other property brought into facilities by hirers must be removed at the end of the let unless otherwise authorised by SCCMI. Failure to comply with this condition will result in the hire charges being extended to cover items involved and or any costs incurred relating to their temporary removal.

**8.3** The hirer will not interfere with electrical fixtures and fittings. No extension from existing electrical fittings shall be made without the consent of SCCMI.

**8.4** No fixings of any kind (bolts, nails, screws, blue tack etc.) shall be attached to any part of the interior or exterior of the building without prior consent from SCCMI.

**8.5** All hirers, including organisations, must leave the premises in a clean and tidy condition. Failure to comply may result in additional charge to cover cost of additional cleaning.

**8.6** Portable Electrical Equipment – (Please refer also to condition 7.2).

**8.7** Hirers should familiarise themselves with the facilities requested to ensure they are adequate for the purpose intended.

**9. NOTICE DISPLAY BOARDS**

**9.1** The use of facility notice/display boards is prohibited unless by prior arrangement with SCCMI.

**9.2** No posters, boards, placards, logos, fittings, banners, signs or advertisements or other display materials shall be affixed to any internal or external doors, walls and windows without prior consent being sought from SCCMI.

**10. STEWARDING**

**10.1** The SCCMI reserves the right to specify if stewarding/security is required at events which would be at hirer’s expense.

**11. PERFORMING RIGHTS SOCIETY PHONOGRAPHIC PERFORMANCE** LTD.

**11.1** The hirer must comply with all the Performing Rights Society regulations and supply any relevant information pertaining to this as requested by SCCMI.

**11.2** The hirer will obtain any necessary licences from the Phonographic Performances Ltd in respect of use of sound recordings and indemnify SCCMI against any breach of copyright during the let.

**12. ALCOHOL LICENCE**

**12.1** All requests for permission to sell alcohol during a let must be notified at the same time as the application for the let. Alcohol may only be sold on the premises by authority of an occasional licence granted by the Council. The hirer is responsible for acquiring the license and ensuring that all alcohol is sold in accordance with the Licensing Scotland Act and the requirements of the Licensing Section of the North Lanarkshire Council.

**12.2** The hirer will comply with the current licensing laws in every respect in relation to the let. No permission will be granted for Bring Your Own Bottle.

**12.3** SCCMI reserves the right at any time to withdraw permission for a bar and to lay down any further conditions.

**13. CATERING**

13.1 Catering for events must be provided by the SCCMI only, using the catering request form, if within Centre day-time operating hours (Monday – Friday)

13.2 The provision of external catering will be permitted outwith daytime operating hours (evenings and weekends).

**13.3** The hirer will be required to remove all reasonable waste from the environs of the facility and where necessary make special arrangements for its removal with a licensed contractor before final vacation of the premises.

**13.4** Failure to comply with the above may result in the termination of your let.

**14. AMENDMENTS TO CONDITIONS**

**14.1** SCCMI reserves the right to amend or add to these conditions of let at any time.

**15. GENERAL**

**15.1** For the purposes of these Conditions the term ‘SCCMI’ shall include persons authorised by them and the term ‘hirer’ shall also include their employees, their agents, tradesman, contractors, suppliers and member of the general public entering at the invitation, express or implied, of the hirer of or their agents, tradesmen, contractors and suppliers.

**15.2** The term ‘Facilities’ shall include the Hydrotherapy Pool and any individual meeting rooms, classrooms, conference rooms or any other room.

**15.3** The relevant SCCMI staff members shall have access to all parts of the facilities at all times during periods of let.

**15.4** Advice and instructions of SCCMI must be strictly adhered to at all times during the let.

**15.5** SCCMI shall have the right to take action at their discretion on any matter which does not comply with the terms of these conditions, or which they consider necessary in the interests of safety and good order or to deal with any contingency not covered by these Conditions of Let.

**The Scottish Centre of Children with Motor Impairments (SCCMI)**

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