

## **St Bride's RC Church, East Kilbride Pastoral Centre Terms and Conditions**

The following terms and conditions must be agreed to by anyone hiring the Main Hall or Back Room for any events or functions. These Terms and Conditions are reviewed regularly and are subject to change at the discretion of St Bride's Fabric and Planning Committee.

1. The capacity of the centre is:
  - a. Main Hall: 120 people
  - b. Back Room: 20 people
  - c. **These numbers are not negotiable.**
2. A non-refundable deposit of £40 is required to secure a booking. The balance of the fee must be paid in full at least 28 days before the date of the event. In the event of a subsequent cancellation (prior to the remaining balance being paid), the deposit will only be refunded if another booking is secured for that date. It is the responsibility of the Hirer to ensure that the balance is paid by the due date. If this does not happen, the booking will be assumed to no longer be required.
3. Bookings are secured by completion and signing of the Booking Form, agreeing to the Terms and Conditions of use, and payment of the full hire fee.
4. The Hirer should note that St Bride's reserves the right to cancel the booking at any stage if it becomes apparent that the event is contrary to the information disclosed on the booking form, or if any of the information supplied on the booking form is false or misleading. If such a cancellation has to be enforced, the booking fees will not be refunded.
5. The Hirer shall be regarded as the responsible person during the period of hire, and shall be responsible for the care of the premises and the conduct of guests. **All Hirers must be over 21 years of age. It is required that the Hirer is present upon the premises during the period of hire.**
6. Any commercial lets of any part of the centre involving children under 18 years of age and vulnerable adults are governed by Disclosure Scotland Code of Practice. Proof of Certificate of Disclosure will be requested at time of booking.
7. It is the Hirer's responsibility to ensure that they familiarise themselves and anyone else in the building during the time of the hire, with any safety precautions, specifically the Hirer will be regarded as the responsible person for the purposes of fire safety legislation.
8. The Hirer is responsible for any damage or loss to the centre during the hire period, and for the premises being left in a clean condition. Any breakages or damages should be reported to the centre caretaker. In the case of any breakages or damages, there will be a charge made to the Hirer; the charge for any cleaning, repair or replacement costs will be at the discretion of the centre caretaker.
9. The Main Hall or Back Room will be available for setting up on arrangement with the centre caretaker.
10. The music curfew is 11:30pm; this is not negotiable.
11. The Hirer must ensure that their guests clear the centre by 12 midnight; this is not negotiable.
12. To protect the décor of the Main Hall and Back Room, you are requested not to use Sellotape, drawing pins or Blue Tac to affix items to the walls. All decorations must be removed at the end of the function. Any items left will be disposed of.
13. Candles or naked flames are not allowed in any part of the pastoral centre, nor any process which will generate smoke or fine dust.
14. No alterations to lighting, wiring or other fittings or equipment supplied by the centre.

15. It is not permitted to smoke cigarettes or e-cigarettes within any part of the centre. If going outside to smoke, this must be done away from the entrance to the centre. A sand bucket will be provided outside and we would appreciate if this was used for disposing of cigarette butts.
16. Children are welcome at private functions and must remain in the centre and supervised by a responsible adult; they must not run around outside the centre. Children under the age of 16 are not permitted in the bar area at any time.
17. Environmental Health Regulations state that perishable food may not remain at room temperature (i.e. outside the fridge) for more than two hours. Fridges are available for use by people preparing a buffet. People who present food (buffet or otherwise) are responsible for the health and safety of guests.
  - a. If you engage the services of an external caterer, they must submit the necessary food hygiene certificates to the centre manager before the event. Please see the appropriate external catering form.
  - b. If you are catering the event or function without the services of an external caterer, a disclaimer form must be signed by the person making the booking.
  - c. The kitchen must be thoroughly cleaned upon completion, and all waste foods / materials must be completely cleared off the premises and grounds.
  - d. No children under the age of 10 are permitted in the kitchen at any time.
18. At the end of the event, tables and chairs, having been wiped over, must be returned to where they were located. Any spills on the floor must be wiped up and the floor swept. The cooker, if used, must be emptied and cleaned.
19. Only drink purchased at the bar may be consumed on the premises, i.e. soft drinks and mixers may not be brought onto the premises.
20. St Bride's will make the centre car park available for events and functions. No responsibility is taken for any vehicles parked in the car park. St Bride's is also not responsible for any parking tickets issued to those parked illegally on Platthorn Drive.

Failure to comply with above Terms and Conditions will result in cancellation, or refusal to accept further bookings.

March 2019