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**Hire the Hall – Old Torry Community Centre**

Full Name\*:

Email\*:

Address\*:

Telephone\*:

Day of the
Week\*:

Day
Requested\*:

Start Time (AM/PM)

Number of
Hours:

Type of
Event:

Private of
Public?:

Do you have public liability insurance?

Will tuition of Instruction be given?

Will you be charging participants?

Number of Under 16s?

Number of Adults?

Is this a repeating event?

No alcohol should be brought in and consumed on the premises.
 **You can also pay us by Paypal at the email address oldtorry@gmail.com. You will only asked to pay upon acceptable of hire.**

**All electrical equipment to be used in the Centre by the hirer must be PAT tested.**

Are you PAT
Tested?\*:

When was
the equipment
tested?

**If yes, please provide details. PAT test certificates must be provided for all electrical equipment.**

Please read the Terms and Condtions below…

**Conditions of Let**
Old Torry Community Centre Association OTCCA SCIO (the SCIO) is independently
managed by local volunteers who make up the SCIO and the Community Centre is
situated in a residential area. We work to maintain a reputation of being a good neighbour
to those who stay nearby.

**Applications**
Application for the use of the Old Torry Community Centre must be made on the
appropriate application form in advance of proposed event which is available on our
website [www.oldtorry.org.uk](http://www.oldtorry.org.uk)

All external applications to hire the Centre must include

1 A named group leader and deputy for the activity

2 A written risk assessment of the activities of the group in the Centre is to be
submitted in advance of the joint site meeting as specified under the OTCCA SCIO
H&S policy.

3 If a Group Leader recognises that an individual will require assistance to
evacuate the Centre, a Personal Emergency Evacuation Plan (PEEP) should be
agreed with the individual and the Organisation hiring the Centre, and presented to
the Board of Trustees. PEEPs for regular centre users would be assessed in the
group risk assessment. PEEPs will be held within the Fire Folder

4 Compliance with all directions in relation to maintaining a COVID-19 secure
and safe environment in the use of the Centre as per the site meeting with a
representative of the OTCCA SCIO, with particular attention to be given to the
ongoing enhanced cleaning requirements and access restrictions currently in place.

Applicants will be advised in writing by post or e-mail whether their application is
successful or unsuccessful. Let offers accepted by the customer will be considered to be
firm bookings and the relevant payment will be due to be paid at least seven days in
advance of the let whether the let is used or not unless notice of cancellation is received in
writing by the SCIO.

Individuals or groups who wish to use the Centre for the purpose of entertainments should
check with the Centre whether a licence i.e., a Theatre Act or Public Entertainment
Licence is required and in place.

The requested time for all lets must include time for set up, tidy up and clean as required,
and are to be included in the charge. The SCIO will request a returnable deposit of £50-00
in addition to the let charges and this will be fully-refundable on the basis that the let
concludes on time and that the Centre is left in a clean and tidy condition throughout.

**Health and Safety**
Before a let is offered by the SCIO the applicant must give sufficient information in the
application form about their activity to ensure that the activity is suitable for the Centre.

A mutually convenient joint site meeting between the applicant and the SCIOs
representative must be arranged prior to the applicant’s official use of the building at the
start of the period of hire ensuring that the necessary information and instructions for use
of the Centre are provided and understood. No let shall be allowed to commence where
such a meeting has not taken place. This procedure must be followed for each new or
renewed let. If the let group leader changes, then a meeting should be arranged with the
Association’s representative.

If the applicant is providing a coaching, teaching or instruction service then copies of
relevant qualifications and personal indemnity and public liability insurance must be
provided. These must meet the requirements of relevant governing bodies for the activity.

Persons hiring the Centre will be responsible for the activities undertaken with respect to
health and safety upon the premises. This includes, ensuring PVG Checks are carried out
(where appropriate,) the provision of adequate supervision and the relaying and
implementation of those emergency procedures to and by their group while on the
premises. It is the responsibility of the applicant to ensure that, the ratio of participants in
any activity to leaders / users meet any current guidelines covering that activity and that all
relevant regulations are adhered to.

Groups must be met at the Centre by their group leader. The group leader is responsible
for ensuring that group members access only those areas included in the let, and that the
total number of group members is in accordance with the total number as stipulated to
meet health and safety requirements of the Centre.

Twice yearly fire-drills are to be carried out with all groups in consultation with the SCIO’s
representative. Detailed information and guidance on local user arrangements will be
available from the SCIO’s representative coupled with the provision of any in-situ relevant
notices and signage. Note: the side passage and gate area must be kept clear at all times.

Floors require to be left clear of mess, spills and trip hazards. Appropriate cleaning
materials for each area will be provided by the SCIO for use in cleaning up/tidying up. No
unauthorised cleaning materials are to be brought into the Centre for use.

All tables used are to be cleaned after use, and returned to and strapped into the trolley
caddy.

All black-stacking and plastic stacking chairs are to be stacked no more than four high as
per notices in the areas as designated during the site visit.

Toilets should be left clean and the baby changing bins emptied if used.

Emergency action briefing will be carried out with all applicants, highlighting the following
points:

• the emergency procedures for fire or a suspected gas leak;
• the means and location of raising the alarm and summoning help, e.g., break
glass points and nearest available telephone;
• the location in the building to highlight the escape routes, exits and muster
point, and location of gas shut-off valves;
• the sound (constantly buzzing siren) of the fire alarm and the help alarm in the
toilets (constant buzzing tone)
• procedures for recording and reporting accidents / incidents;

• location of first aid facilities (if provided). If this is not accessible, applicants
must make their own provision;
• procedures for reporting any defective/ damaged equipment.

**Vacating the building in an emergency**
The Old Torry Community Centre has a fully-integrated fire detection system triggered by
detection of heat or smoke sensors within the Centre and the roof void. On discovery of a
fire within the main areas of the Centre, any of the three-alarm call button must be used to
trigger the alarm and everyone in the Centre must make their way out in an orderly
manner through the nearest fire escape indicated by the Group Leader. The Fire and
Rescue Service (F&RS) should be phoned on 999 by the Group Leader(s) and confirm the
location of the Centre and the incident to them. The designated muster point is on the
pavement opposite the Community Centre on Abbey Place and the Group Leader must
check that everyone attending the group meeting is accounted for prior to the arrival of the
F&RS. No one should be allowed back into the Centre until the Fire Service deem it to be
safe.

**Equipment & Facilities**
All electrical equipment brought into and used upon the premises by the applicant must
have a valid PAT test date, and must be suitable for the environment within which it is to
be used.

Equipment provided for lets includes only items such as tables, chairs, projector, screen,
and kitchen facilities, including cooker, microwave, utensils, crockery and cutlery.

Use of Centre equipment is authorised on the basis that only competent and authorised
persons are allowed to use it. Charges will be incurred for the replacement or repair or of
any equipment, fixtures, fittings or building fabric due to misuse. The Association reserves
the right to withdraw permission to use any equipment should reports be received that due
care is not being exercised by the organisation concerned.

Lessees will be shown how to use equipment. All equipment provided for use in the Centre
must be used for the purpose for which it has been designed. All defects or damage must
be reported immediately.

No storage space or displays in the Centre by the applicant will be permitted unless
formally agreed by the Board of Trustee, or by the Secretary & Chair of the Board of
Trustees acting on behalf the Board. Unauthorised use, displays or misuse of the
premises and/or equipment may result in the termination of the let and a re-charge for any
damages to be rectified.

The use of the Centre for the following purposes will be granted only on conditions stated
below:
• For sporting/exercise activities non-marking sports footwear must be worn.
• For dancing light shoes only will be worn and no slipperine or any other
substance will be applied to the floor.
• For other activities, the applicant must ensure that suitable footwear is worn at
all

**Alcohol in the Old Torry Community Centre premises**
No alcohol should be brought in and consumed on the premises without the prior written
approval of the Association’s Board of Trustees. The consumption of alcohol in the Centre
at approved functions may be permitted where the refreshment is provided free of charge
by the organisers or where patrons supply their own alcohol refreshments provided under-
18s are not allowed to partake.

**Smoking in the Old Torry Community Centre Premises**No smoking (this also includes e-cigarettes) is permitted in the Community Centre and the
side entrance area. If the applicant or members of their group, choose to smoke outside
they are requested to use the smoker’s station located outside the front entrance.

**Kitchen**Where groups wish to use kitchen facilities at the Centre, this should be clearly indicated.
The Association’s representative will liaise with the groups accordingly whether this will be
possible and under what conditions. No food preparation will be permitted without the
applicant that is preparing food for consumption holding a valid or having completed, as a
minimum, the Basic Food Hygiene course.

If the kitchen is used, all work-surfaces, floor, cooker, microwave, and all other utensils
used by the applicant need to be cleaned and wiped dry and returned to cupboard storage
before the end of the period of the let.

**Recycling of materials**
The Centre aims to be an eco-friendly building and separate bins are provided for
segregation of paper, plastics, food and general waste and we request that all applicants
follow this practice. The general waste bin should be emptied at the end of the hire session
and the bag placed in the bucket stored in the side passage of the Centre.

**Termination of the Let:**It shall be within the discretion of Old Torry Community Centre Association’s Board of
 **Trustees:**1. to modify or to discontinue a let accordingly as the accommodation may be
required subject to appropriate notice of the proposed change being given to
the intending applicant;
2. to refuse occupancy or to terminate any letting without notice, and without
assigning any reasons, in any case where, such action is deemed necessary;

The Old Torry Community Centre Association Board of Trustees also reserves the right of
entry to its premises at all times for their themselves, volunteers or representatives.

Representative of Representative of
hiring organisation OTCCA SCIO

Name & Name &
 Signature ` Signature

Date Date