

CONDITIONS OF LET Portobello Town Hall Lea

Thank you for your interest in hiring Portobello Town Hall.

These conditions of let aim to provide clarity about the nature of the hire, ensuring that everything goes as smoothly as possible for your let and for Portobello Central SCIO.

Portobello Central SCIO is the organisation registered with OSCR that is responsible for Portobello Town Hall.

(a) CONDITIONS OF LET:

1. The booking process must be complete for all lets. A booking is not confirmed until an Invoice is issued.
2. All bookings must specify a responsible person for the period of hire who will be on site throughout the duration of the hire.
3. The responsible person must familiarise themselves with the manual for Portobello Town Hall which will include Fire Safety, Health and Safety alongside who to contact in case of an emergency.
4. Portobello Central SCIO holds the following insurances for Portobello Town Hall [name and amounts of insurance] and activities taking place within it. (further details are available on request) Bookers are however advised to obtain their own insurance for the activities that they are responsible for when hiring the town hall.
5. Grounds around the Town Hall are a public space. The Town Hall and grounds can be booked together or independently. If booked independently there may be an event taking place in the grounds at the same time. As the grounds are a public space we will make it known that an event is taking place and ask for consideration from members of the public, however we cannot guarantee complete privacy.
6. Portobello Central SCIO is not responsible for any equipment brought or left by users.
7. Breakages/damages to Portobello Town Hall equipment or building fabric during a let must be reported - see Terms of Let (below).
8. Bookers agree to the requirements set out in points 1-15 below as a condition of their use of Portobello Town Hall. Portobello Town Hall is the venue managed by Portobello Central SCIO Scottish charity SC051106 [Insert address and contact phone number]

(b) TERMS OF LET:

1. **Payment:** terms are 50% of booking fee is taken as a deposit and the remaining 50% falls due 7days before the event. Failure to pay for the hire prior to the date may result in a cancelled booking.

2. Cancellations:

When it's finalised, add the paragraph from the panto contract – 'act of god'

Unless there are exceptional circumstances any hires cancelled within eight weeks of the event will receive a full refund.

Hires cancelled within four weeks of the event will be subject to a 50% deposit fee

Hires cancelled within one week of the event will be subject to a 100% Fee

Commented [SD1]: Do we add and a deposit is received?

Commented [SD2]: Suggest we add this as an appendix when it's completed.

Commented [WD3]: Does this need a little more explanation? Can they book the grounds separately if they want exclusive use? Or, if not, they should expect people to be wandering through the grounds?

Commented [SD4R3]: I think it does. I've had a bash at some wording which does need a bit of editing. I may have conflated two issues.

3. Times: Hirers should occupy the spaces booked only during the times agreed on the booking form, and must vacate quietly, by the agreed time. Please allow enough time in your booking for any setting up required, and at the end of your booking to leave the accommodation as you found it.

4. Keys: Arrangements about accessing Portobello Town Hall will be made on booking. **Key policy needs to be behind this**

5. Licences: For events requiring licences, all hires must comply with conditions set by City of Edinburgh Council. Hirers are responsible for checking whether they require a licence, and if so for obtaining this.

Commented [SD5]: This will need to be updated depending on our decision about licences

6. Security: Hirers shall be responsible for security during their use of the premises - an 'exit checklist' will be provided on induction.

7. Cleaning and environment: Hirers will leave the spaces as clean and tidy as they find them. The Board reserve the right to charge for any additional cleaning required.

8. Decoration: Do not use tape or blu-tac on painted walls. Notices and decorations can be put up on notice boards or taped to glass, and there are ceiling and wall hooks in the small hall for hanging decorations.

9. Protection: Portobello Central SCIO has no legal responsibility for vetting an organisation's employees or volunteers. Hirers are responsible for complying with the Protection of Children (Scotland) Act 2003 or the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007.

10. Smoking & other fire risks: Smoking / vaping is not permitted within the building.

11. Parking: Portobello SCIO encourages the use of walking and sustainable transport in travelling to and from Portobello Town Hall. Parking can be arranged with the Venue Manager upon request. We anticipate that arrangements will include for example an accessible parking space or for bring in or removing large amounts of equipment from the building.

Commented [WD6]: something additional about the criteria. Something like "for example for disabled access or access for loading and unloading."

Commented [SD7R6]: Added a few words (to be refined)

12. Noise: Unless agreed by prior arrangement, Portobello Central SCIO requires that any amplified music or sound is turned off by 11pm and that the building is closed and silent by 11.45pm

13. Publicity: Hirers are responsible for promoting their own activities. However, where requested, Portobello Central SCIO will help promote the activities and events through our web-site and social media.

14. Complaints: Users should raise any issues of concern with Portobello Central SCIO staff / representatives as quickly as possible. Portobello Central SCIO has a Complaints Policy which is available on request.

The board of Portobello Central SCIO reserve the right to terminate the let with immediate effect, if these conditions and terms of let are not adhered to.

(c) AGREEMENT

I am over 18.

I have read and understand the Conditions and Terms of Let.

The Responsible Person at the event will be _____

I understand and consent that my email address and contact details may be retained for invoicing and other administrative purposes. Name (print in block capitals)

Where applicable this will also include the responsible use of keys.

