

# Webster Park

## Private Hire Booking Form



### Booking Terms and Conditions

When you book one of our facilities and sign this form, you are agreeing to our terms and conditions of hire. These are here to make sure that the halls are kept safe and in good condition for other people who use them. Please retain a copy of this form for reference.

#### Your Booking

- You must be 18 years old or over to hire our facilities.
- Your booking **INCLUDES setting up and clean up time**. If you need extra time for any reason, please talk to staff.
- Your booking is not 100% definite until you pay in full – this includes the deposit. A fee of 10% or your deposit, whichever is greater, will be retained if you cancel a booking up to **2 weeks** before your event.
- The return of your completed hire form and full payment must be made to Kingswells Community Centre before your event. No access to the centre will be supplied until full payment is made.
- Your deposit will not be returned if our terms and conditions are not adhered to, or a member of staff is called out to a non-emergency.
- We will hold your deposit for **1 month** after your event date. You will need to provide your bank details to transfer the money back into your account.
- If COVID or any other pandemic restrictions are announced by the Scottish Government, your activity may be cancelled.
- If COVID or any other pandemic guidelines are in place, you will follow these guidelines as set out by the Scottish Government. Refusal to do so may result in your activity being cancelled.
- We reserve the right to cancel a booking without notice.
- If there are any adverse conditions, either natural or man-made, we reserve the right to close the centres and cancel your event.

#### Your Security

- Your booking is a **PRIVATE** hire, **YOU** are responsible for the health and safety of your guests and the building.
- You will need to pick up keys from KCC for access to the centre, please look after them as if they were your own, do **NOT** share them with your guests or other members of the public. If the keys are shared it may affect any hires you request in the future.
- Do not enter the centre before your allotted hire time. Your hire time includes the setting up your event, and you cannot store items at the premises unless it has been cleared with staff beforehand.

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- **EXTRERNAL** door needs a key to lock it. Keep the door **CLOSED** – keep you, your guests and our facilities safe. If you decide to jam any door open, you do so at your own risk, we take no responsibility for any resulting adverse situation.
- During the football season, footballers may be using the changing rooms in the Webster Park building at a weekend, this does not affect the hall or kitchen.
- The last person leaving must make sure that all fire exits are secure, and lights are switched **OFF**.
- Drop keys through the letter box of the side door at the Community Centre once your activity is complete.
- **NO** candles are allowed in the building as there are smoke detectors located throughout.
- You will receive our fire escape plan and details of first aid with our booking confirmation email.

#### Equipment Available

- There are tables and chairs available for use, please stack or replace back in their original position once finished.
- Crockery and cutlery are available in the kitchen, along with the use of an oven and kettle.
- When using the kitchen area, please ensure that all children aged 16 and under are supervised by an adult.
- Please report any breakages or damage to any equipment or furniture in the centre so it can be repaired or replaced.

#### Cleaning and Waste

- It is up to **YOU** to keep the areas you hire clean and tidy. There are **ALWAYS** people in the centre after you.
- Cleaning equipment can be found in the cupboard under the sink in the kitchenette.
- Please report any breakages or damage to any equipment or furniture in the centre so it can be repaired or replaced.
- All waste must be removed from the centre and disposed of. The nearest recycle point is at the Kingswells Park and Ride or at Hazlehead.

#### General

- Webster Park does **NOT** accept responsibility for loss or damage to any person or property.
- **YOU** are responsible for having the necessary insurance, licences etc., required for your activity.
- Do **NOT** use the facilities if you feel they are not fit for purpose.