



Craigiebank Association

Craigiebank Church Halls, Greendykes Road, Dundee DD4 7QU

TERMS AND CONDITIONS FOR USE OF ACCOMMODATION

- 1 The facilities available are the Main Hall, Small Hall, Small Meeting Room, Kitchen and the Grounds at Craigiebank Church, Carlochie Place, Dundee DD4 7QU.
- 2 Subject to priority given to regular users, the halls and kitchen may, at the discretion of the Directors of the Association, be made available to individuals and/or community organisations.
- 3 All requests for the use of accommodation must be made on the approved booking form to Mrs J Stirton, 28 Balunie Avenue, Dundee (telephone 01382 505566). Applications for use must include details of the name of the individual or organisation in whose name the application is made, the nature of the meeting, dates and times and numbers to be present.
- 4 Arrangements for access and locking up will be made by Mrs J Stirton, as above. Premises must normally be vacated by the agreed time.
- 5 **Rental Charges:** we would encourage regular users to continue making donations to cover the costs of the Church as they have done in the past, and to pay an amount to the Association to cover the use of electricity, light and heating throughout the session. However, it is also possible to pay hourly and the following charges will apply (from 14 August 2014):

Main Hall	£25.00 per hour
Small Hall	£10.00 per hour
Small Meeting Room	£8.00 per hour
Kitchen (with catering facilities – use of all electrical equipment)	£10.00 per hour
Kitchen (party access – access to crockery and hot water, but no catering facilities)	£7.50 per booking
Lighting System (in Main Hall)	£10 per booking
Sound System (in Main Hall)	£25 per booking

The right is reserved to modify these charges, *which are for individual events* and, where appropriate, to levy a special charge.

- 6 Users of the facilities must ensure that the premises are left in the same good order in which they were received. Users of the premises will be liable for the cost of any repairs or replacements for damage caused by their use. *Any damage*



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discovered on entry or caused during the meeting must be reported to Jacqui Stirton (telephone 01382 505566) and recorded in the Incident Book kept attached to the Association Notice Board in the Hall's entrance.

- 7 To maintain the general cleanliness and tidiness of the premises, users are required to comply with the following:
 - a unless permission for other arrangements has been granted at the time of booking, consumption of food and drink is permitted in the Main Hall only. In particular, where an organisation, or meeting, involves an assembly of children or young people, consumption of food and drink must be supervised closely by leaders. Any spillage must be cleaned up immediately;
 - b seating and table arrangements should be indicated at the time of booking. Any items of furniture which users themselves need to move during a meeting must be returned to their original location(s) at the end of the meeting; and
 - c users should receive the premises in a clean and tidy state. Users who receive the premises in an untidy state should report the matter to Jacqui Stirton (telephone 01382 505566) as soon as possible.
- 8 **Users shall be responsible for providing adequate insurance cover for themselves, those associated with them, their equipment and any other property they bring in connection with their use.** If called upon to do so, users shall exhibit the relevant policies to the Directors of the Craigiebank Association. Notwithstanding the generality of the foregoing, users shall be responsible for providing adequate public liability insurance in respect of their use of the premises, and the Craigiebank Association as Landlords shall be entitled, at their sole option, to require endorsement of the relevant insurance policies in its name, or alternatively, to insure separately against any possible claims or liabilities arising from users' use of the premises and to recover the relevant premiums or increase premiums as the case may be, from the users.
- 9 If the premises are to be regularly used for the provision of activities for children and young people under the age of 16, the users must provide to the Association a copy of their child protection policy and procedure, or alternatively undertake to follow the Association's Child Protection Policy, a copy of which is available on request from Mrs J Stirton, as above.