

Scalloway Youth & Community Centre

Conditions of Let

1. The hirer will pay promptly for all rooms and facilities on hire
2. The hirer shall only use the rooms and facilities agreed at the time of let
3. Any damage discovered before commencement of let must be reported to the manager/trustee opening the centre
4. Any wilful damage or vandalism to the building or contents shall be made good at the hirer's expense. It is the duty of the hirer to report any damage, accidental or intentional, to the manager/trustee. Failure to do so may result in future application for let being refused
5. The hirer is responsible for leaving the centre in a clean and tidy condition
6. The hirer shall familiarise themselves with the location of the fire exits and shall conduct a short safety meeting with their users at the start of their period of hire. Long term/regular users should carry out fire drills once a term and record it in the Fire Drill book kept in office. In the event of the Fire Alarm sounding the hirer shall ensure that the building is evacuated immediately and the Fire Service informed
7. The hirer, while in control of the building, is responsible for the safety and behaviour of all users and also stewardship of the premises. In the event of an accident, the hirer/group leader should complete the accident/incident forms in the Accident/Incident folder kept in the office. The hirer also advises the Manager of this
8. The Board of Trustees have a policy of only service and therapy dogs are permitted in the building. This is for the health and safety of all users. This was agreed at a Management Committee meeting on 1st. February 2016
9. No liability or responsibility shall be accepted by the Board of Trustees for:
 - 9.1 loss or damage to personal property, goods or articles brought into the building
 - 9.2 any accident or injury as a result of the use of a Bouncy Castle or other equipment brought in by the hirer as this equipment is not insured by the Centre
 - 9.3 if the hirer brings in a bouncy castle then it is their responsibility to provide their own insurance. If no insurance, then the hirer is responsible to inform all parents of the children using it that there is no insurance cover and that the Centre is not liable for any claim
10. The hirer is responsible for ensuring that the Centre is secure after use, in particular all doors and windows are closed and locked. Double check the fire door in the main hall as the latch can slip if hard balls are used in the hall and ensure the hall heaters are off.
11. Smoking, vaping and alcohol consumption is not permitted on the premises

The Manager/Board of Trustees and staff will endeavour to meet your requirements whenever possible.

For bookings please visit our webpage – SallowayYC.com for the online booking system.

If you require to speak to someone regarding your booking then please contact us online through the website and someone will get back to you

Email is sallowayyouthcentre@googlemail.com

The above conditions of let will be signed by the hirer

I (full name)_____

On behalf of Group_____accept the conditions of let

Address_____

Telephone number_____

email address_____

Signature_____ date_____

Updated 21/4/25