

# KIRKHILL COMMUNITY CENTRE



## USER DOCUMENTS

1. **Terms & Conditions**
2. **User Guide**
3. **Emergency Action Plan**

**Revised January 2020**

The **Terms and Conditions** apply to all hires at Kirkhill Community Centre including the grass pitch and MUGA. The **User Guide** and the **Emergency Action Plan** documents are also part of our Terms & Conditions.

A booking request will only be confirmed following the acknowledgment that the Terms & Conditions / User Guide / Emergency Action Plan have been read and are agreed to by the Hirer.

## **Terms & Conditions of hire**

These **Terms & Conditions** apply to all hires at Kirkhill Community Centre including the grass pitch and MUGA. If the Hirer is in any doubt as to the meaning of the following, the community centre Secretary or Booking Secretary should immediately be consulted.

The **User Guide** and the **Emergency Action Plan** documents also form part of our Terms & Conditions. A booking request will only be confirmed following the acknowledgment that the Terms & Conditions/User Guide/Emergency Action Plan have been read and are agreed to by the Hirer.

**1. Age**

The Hirer, not being a person under 21 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions relating to management and supervision of the premises are met.

**2. Supervision**

The Hirer shall, during the period of the hire, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

**3. Deposit**

The management committee reserve the right to take a deposit for party bookings of £200. This is fully refundable if the management committee confirm there is no damage to the building or its contents.

**4. Use of premises**

The Hirer shall not use the premises for any purpose other than that described in the Booking Confirmation and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies.

## Kirkhill Community Centre

### 5. Licensable activities

Kirkhill Community Centre holds a Public Entertainment Licence.

**Alcohol** – Kirkhill Community Centre does not hold a liquor licence. If you charge admission to an event that is serving alcohol or are selling alcohol you will need a liquor licence from Highland Council.

Hirers should ensure that they obtain any other relevant licences.

[http://www.highland.gov.uk/info/1125/licences\\_permits\\_and\\_permissions](http://www.highland.gov.uk/info/1125/licences_permits_and_permissions)

### 6. PRS/PPL Licences

Kirkhill Community Centre does not have PRS/PPL licences for the playing of music. Any use of the hall requiring a licence (e.g. live band, disco) must be obtained/paid for by the user. A one-off charity event can obtain a 'permit for an occasional performance' from PRS for approx. £18.50 + VAT per occasion.

### 7. Fire safety

(a) The Hirer must make themselves familiar with the **Emergency Action Plan** and in particular the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade by dialling 999 and evacuating the hall
- The location and use of fire equipment
- Escape routes and the need to keep them clear
- Method of operation of escape door fastenings
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire

(b) Prior to the start of your event the Hirer shall check the following items:

- That all escape routes are free of obstruction and can be safely used
- That any fire doors are not wedged open
- That exit signs are illuminated
- That there are no obvious fire hazards on the premises

(c) The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the secretary of the management committee.

### 8. Health and hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. Hirers are expected to familiarise themselves with the facilities available and to ensure that they are adequate for the purpose intended. Any concerns regarding food hygiene are to be recorded in the Users Maintenance Log.

## Kirkhill Community Centre

<http://www.foodstandards.gov.scot/>

### 9. Electrical appliance safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

### 10. Insurance

Kirkhill Community Centre holds Public Liability Insurance for our facilities. The Kirkhill Community Centre Public liability insurance does not cover accidents/injuries resulting from equipment etc brought to the Centre by or on behalf of the Hirer, e.g. sports equipment and bouncy castles.

The grass area is cut regularly by The Highland Council based on a timetable determined by them. Kirkhill Community Centre will take all reasonable measures to ensure that the grass area is free from divots or holes. Users are requested to report any holes in the grass surface to the Community Centre management team to enable repairs to be made.

The Management Committee strongly recommends that for the protection of group members that the hirer has Public Liability Insurance to cover injury and property damage to third parties as a result of their negligence. The Management Committee is not responsible for, nor insures, any items, equipment or valuables left or stored in any part of the premises.

### 11. Accidents

The Hirer must report all accidents involving injury to the public to the community centre Secretary **as soon as possible** and complete the relevant section in the community centre's accident book. Any failure of equipment belonging to the community centre or brought in by the Hirer must also be reported **as soon as possible**.

### 12. Explosives and flammable substances

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton, wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.
- (c) Tealight candles may be used but only in approved holders such as those provided in the kitchen.

## **Kirkhill Community Centre**

### **13. Drunk and disorderly behaviour and supply of illegal drugs**

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and to avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way must be asked to leave the premises. No illegal drugs may be brought onto the premises.

### **14. Animals**

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the community centre. No animals whatsoever are to enter the kitchen at any time.

### **15. Protecting Vulnerable Groups**

The Hirer shall ensure that any activities for children and vulnerable adults comply with the provisions of Protection of Vulnerable Groups (Scotland) Act 2007. The Hirer shall provide the community centre Secretary with a copy of their Child and Vulnerable Adult Protection Policy on request.

### **16. Film shows**

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

### **17. Cancellation**

If the Hirer wishes to cancel the booking before the date of the event and the community centre is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the community centre booking secretary.

The community centre reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- (b) the community centre management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or

## Kirkhill Community Centre

unsuitable activities will take place at the premises as a result of this hiring

- (c) the premises becoming unfit for the use intended by the Hirer
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the community centre shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

### **18. End of hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured. Any contents temporarily removed from their usual positions properly replaced, otherwise the community centre shall be at liberty to make an additional charge.

Further details are provided in the **User Guide** regarding cleaning and janitorial supplies.

### **19. Noise**

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.

### **18. No alterations**

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior approval of the management. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the community centre remain in the premises at the end of the hiring. It will become the property of the community centre unless removed by the hirer who must make good to the satisfaction of the management or, if any damage caused to the premises by such removal.

### **20. Dangerous and unsuitable performances**

Performances involving danger to the public or of a sexually explicit nature shall not be given.

### **21. Smoking**

Kirkhill Community Centre is a non-smoking venue. The Hirer shall ensure that the Hirer's invitees comply with the prohibition of smoking in public places provisions of the Smoking, Health and Social Care (Scotland) Act 2005 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises.

## **Kirkhill Community Centre**

### **22. Maximum numbers**

Hirers shall ensure that the maximum capacity of the community centre is not exceeded. The maximum numbers permitted are:

Williamson Room	35
Main Hall	150
Stage	25
Whole community centre	200

Reviewed 20.02.20

# Kirkhill Community Centre

## User Guide

### 1. Introduction

Welcome to Kirkhill Community Centre and thank you for booking the Centre for your function or activity. We want you to have a good experience in the Centre so have outlined some helpful information below.

### 2. Contacts

Bookings: check availability and make a booking via:

[kirkhillandbunchrew.org.uk/community-centre-calendar/](http://kirkhillandbunchrew.org.uk/community-centre-calendar/)

Chair	Erik Lundberg:	01463 831742
Vice Chair	Cris Ford:	01463 831432
Treasurer	Brenda Dunthorne:	01463 783795

### 3. Fire safety

The centre is fitted with fire detection systems and the alarm should sound automatically. In addition there are a number of manual call points.

**The alarm is not connected to the Fire Service - in the event of a fire call 999.**

There are a number of fire extinguishers located throughout the premises. Please familiarise yourself with their location and use.

The **Fire Action Plan** is located at each call point. The assembly point is in the lower car park, beside the MUGA.

Exits must be kept clear at all times. Users are responsible for the safe evacuation of everybody present and should also consider carrying out regular fire evacuation exercises.

Instructions for resetting the alarm are displayed beside the control panel in the foyer.

Tea light candles may be used in the hall in suitable enclosed containers.



# Kirkhill Community Centre

## 4. Access

Regular users will be issued a key to the main door on deposit of £20. Please keep this safe. Other users will be provided with the code for the key safe as required. Make sure all doors and emergency exits are closed at the end of your session.

## 5. Lighting

The lights in reception, corridors, toilets and chair store are on movement sensors and will come on as you enter and switch off after you leave. The hall lights are controlled by switches to the right of the door to the foyer.

**Kirkhill Community Centre aims to be as energy efficient as possible so please only switch on lights when necessary and check that the Main Hall, Stage area, Williamson Room and Kitchen lights are switched off when you leave.**

## 6. WiFi

Free WiFi is available for internet connection. The code is on labels in the kitchen and Williamson Room.

## 7. Audio visual equipment

Digital projector and screens, Blu-ray/DVD player, sound reinforcement - is available for use. Please let us know if you need help with this.

## 8. Heating

The **main hall** is heated by radiant heaters which can be switched on/off in the hall next to the Foyer door.

The **reception area, kitchen, and Williamson Room** are heated from a timed boiler. On Tuesday and Friday mornings the heating will come on automatically. At all other times the control panel in the Williamson Room can be “boosted” to provide 1 or 2 hours of heating. Drop the flap at the bottom of the unit and press the BOOST button. Adjustments to room heating can be made using the **radiator thermostats** or the on/off switch in the case of the kitchen, but please put back to original settings before leaving.

**Kirkhill Community Centre aims to be as energy efficient as possible so please only switch on heaters when necessary and make sure they're all switched off at the end of your session.**

## Kirkhill Community Centre

### 9. Kitchen

The kitchen is well equipped for most catering needs. If you need to use the dishwasher, please read the instructions provided in the drawer beside the oven.

**Please note that the dishwasher needs sixty minutes to heat up before use.**

A fridge is available for your use. Please make sure that you remove all food items after your session.

A hand washing station is provided.

### 10. Recycling

Please recycle all paper, card, plastic, and tins in the bins located in the kitchen. Glass should be washed and deposited in the recycling bins in the car park. Any non-recycling items should be placed in a black bag and placed in the bin located at the back of the building or ideally taken home.

### 11. Notice Boards

A small user's notice board is located in the reception and a larger one in the main hall where you can add your poster. Please remove any out of date notices. Do not stick notices or decorations to the walls.

### 12. Changing rooms

These are now used by the Kirkhill Scouts as their base and are not accessed by hall users.

### 13. Accidents and incidents

Accidents should be reported in the accident book located in the kitchen drawer. A **First Aid box** is mounted on the wall in the foyer. It contains a range of items and a guidance leaflet.

### 14. Defects and breakages

Please log any breakages or items not working in the maintenance log book in the kitchen drawer.

### 15. Portable electrical equipment

All portable electrical equipment in the hall is regularly examined. Please ensure that any equipment you bring into the hall is safe.

## Kirkhill Community Centre

### 16. Utilities

**Gas** is used for heating and the boiler is located in the cupboard on the stage. If you smell gas then evacuate the building and call Calor Emergency Service on **08457 444999** and a member of the hall management team.

**Electricity** – the supply can be switched off in the cleaner's store at the distribution board.

**Water** – can be turned off below the kitchen sink at the back of the lower shelf.

### 17. Chair store

Tables and chairs are stored in the Chair Store, accessed from the hall and the Williamson Room. Please don't stack chairs more than 12 high and use the chair trolleys to move them to save your back and the floor.

### 18. Cleaning

The hall is cleaned regularly but users should ensure they leave the premises as found. Cleaning materials can be found in the cleaner's store near the toilets.

Please sweep floors and ensure any spills are quickly mopped up, particularly on the wooden floor in the main hall. Only a minimum of water should be used when cleaning the hall floor, e.g. using a wrung out cloth.

Please record any concerns about cleaning in the blue notebook in the kitchen drawer.

### 19. Departure checklist

- Sweep floors, clean kitchen and leave the Centre as you found it
- Take away any excessive rubbish
- Check all windows and doors are closed
- Turn off hall heaters
- Turn off lights
- Lock all doors
- Return key to the key safe

## Kirkhill Community Centre

# FIRE EMERGENCY PLAN

Name of Organisation	Kirkhill Community Centre
Address of premises	St Marys Road, Kirkhill, Inverness IV5 7NX
Date plan produced/amended	20 <sup>th</sup> January 2020
Name of person producing plan	Erik Lundberg
Job title	Chair
Signature	

### **Action to be taken by a person discovering a fire**

Persons discovering the fire will sound the alarm using the breakglass actuation points sited throughout the premises.

### **How the fire brigade (and any other emergency services) are to be called and who is responsible**

Hirer or hall user will be responsible for calling the Fire brigade by dialling 999.

### **Fire Warning system (description of bells/sirens/voice etc and types of signals and locations of system panels)**

The fire alarm system is sirens with break glass actuation points throughout the premises. The fire alarm panel is situated in the main entrance hall.

### **Key escape routes (how they can be gained, where they lead to, how they are protected from fire)**

All exit routes are indicated with exit signage and illuminated with emergency lighting.

## **Kirkhill Community Centre**

### **Assembly points**

The assembly point is on the car park at the front of the premises.

### **Duties and identities of employees with specific responsibilities**

The hirer or user is responsible for ensuring that persons under their control are aware of the fire safety arrangements and the procedure to be followed in the event of a fire or the fire alarm operating.

### **Arrangements for safe evacuation of persons identified as being specifically at risk from fire**

The hirer or organisation using the hall will make arrangements for the safe evacuation of persons needing assistance.

### **Fire fighting equipment provided (locations and details)**

Suitable portable fire fighting equipment is provided and sited throughout the premises

### **Specific arrangements for high risk areas**

N/A

### **Procedures for liaison with fire brigade on arrival (who, where, what etc)**

The hirer or user in charge will be responsible for meeting the Fire Brigade on arrival and advising them of the situation.

### **Training needed by employees and arrangements for giving such training**

Hirers and users of the hall will be made aware of the fire safety and other arrangements for the premises prior to occupation.

Erik Lundberg  
Chair, KCC  
28<sup>th</sup> February 2020