



## Booking Form April 2024 to March 2025

Please ensure that you have read and understood the Health & Safety section of the Terms and Conditions of hire prior to booking

Name of Event.			
Name of Contact Person.			
Contact Address.			
Contact Phone Number.			
Email Address.			
Purchase Order Number/ Transfer Code Must Contain both Nominal & Subjective			
Invoice Address if different from above.			
Room Requested.			
Room Allocated.			
Date of Event.			
Time required from.			
Time required to.			
Numbers attending.			
Do you have a Child and Vulnerable Adult Protection Policy	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
Date Booking confirmed			
Booking Signed off by	<b>Date</b>		
<b>Shaded Areas for office use only</b>			

Please include set up and tidy up time in your request. The Community Centre is open from 09:30– 16:00 hours prompt unless by prior arrangement (please note extra charges apply).

[leisure.culture@orkney.gov.uk](mailto:leisure.culture@orkney.gov.uk)

**Equipment Rental (prices exclude VAT)**

<b>Equipment.</b>	<b>Hire Cost per day.</b>	<b>Tick if required.</b>
LCD Projector, stand and screen & extension lead	£24.00	
Projector Stand/Extension Lead.	£2.50	
Screen only.	£7.05	
Flipchart stand	£7.60	

Equipment can be provided but set of equipment must be completed by hirer.

<b>Will the lift be required for your booking?</b>	<b>Tick if required.</b>	

**Refreshments**

Water.		Coffee/Tea.		Biscuits.	
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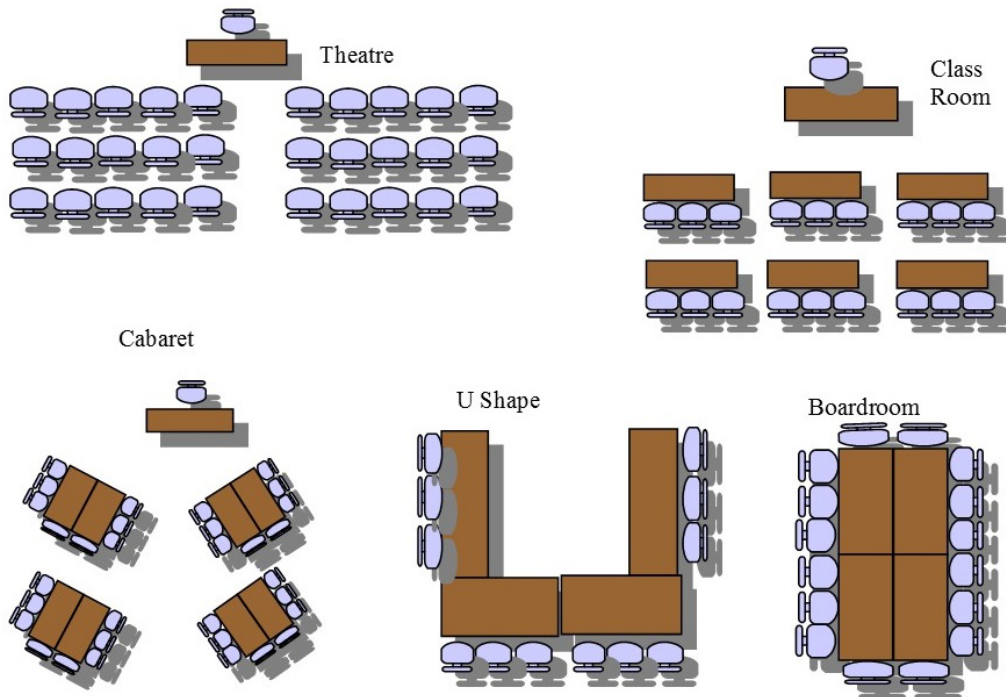
Tariff (exclusive of VAT)

Coffee/Tea per person per serving £2.55, Biscuits per Person plus £1.25.

**Times Required for refreshments**

Morning	
Afternoon	

## Room Layout



Set Up Style.	Maximum Capacity.				Style Required.
	Room 1.	Room 2 and Room 3.	Supper Room.	Town Hall.	
Theatre Style.	15	40	40	140	
Boardroom Style.	10	25	25	40	
Cabaret Style.	N/A.	30	30	80	
U-shaped Style.	N/A.	6	6	40.	
Classroom Style.	6	18	18	40	

**Additional set up requests:**

## Catering Requirements

Menu.	Cost per person excluding VAT.	Enter number required.
Sandwich platter.	£4.95	
Assorted sandwiches and a selection of fruit.	£6.75	
Assorted sandwiches, cake and tray bake bites.	£6.95	
Assorted sandwiches, cake and tray bake bites & a selection of fruit.	£8.35	
Homemade soup and sandwich platter.	£8.15	
Homemade soup, assorted sandwiches with a selection of fruit.	£9.70	
Homemade soup, assorted sandwiches with cakes & traybake bites.	£9.95	
Homemade soup, assorted sandwiches, cake and tray bake bites & a selection of fruit.	£11.00	
Peedie Orkney Buffet includes – Mini Oatcakes with Orkney Cheddar, Bannocks with a local cheese, Sausage Rolls and homemade Quiche, served with OIP chutneys & crisps, cakes and tray bake bites with a selection of fruit	£9.50	
Orkney Feast – includes ALL of the Peedie Buffet plus a selection of sandwiches and mini scones with jam & butter.	£13.50	

### Time Required

### Any special dietary requests?

### Important

The food will be in room and safe to consume at the time indicated on the order form.

Any food left must be kept covered and consumed within 2 hours of the time on the booking form, the Kirkwall Community Centre will not be responsible for the quality or safety of food consumed after this time.

Outside catering may be available on request, we cannot offer delivery at this time.

Prices Valid from 01-04-23 to 31-03-2024

# Conditions of Hire

## 1. Applications for Hire

- All applications for hire must be made by completing the relevant booking form.
- All approved hires will be confirmed and this will form an agreement between the Hiree (the person named as Contact Person), and the Hirer (Kirkwall and St Ola Community Centre and Town Hall).
- A deposit may be requested at the discretion of the Hirer. Failure to pay the deposit by the stipulated date may result in the hire being cancelled.
- Corporate bookings will only be accepted and confirmed after a valid purchase order has been received from the Hiree.
- No hire will be accepted or held for any customer with overdue payments on their account.
- All quotations if appropriate and applicable are guaranteed for 30 days from the date of the agreement.

## 2. Payment of Fees

All invoices are due for payment no later than 30 days from invoice date.

If the conditions concerning pre-payment of deposits, interim payments or full payments are not upheld by the Hiree, the Hirer reserves the right to cancel the event by informing the Hiree in writing, by letter, email or facsimile to the address indicated.

All cheques should be made payable to Orkney Islands Council and returned within the stated time.

All items will be charged at the price in force at the date of the event.

## 3. Cancellation of Hired Facilities

Cancellation must be received by the Hirer in writing (email, fax or letter). Please note that in the event of cancellation, a cancellation charge may be made as outlined below:

<b>Cancellation Notice Period.</b>	<b>Charge.</b>
3 months.	No charge.
2 months.	25% of contract price.
1 month.	50% of contract price.
7 days to 1 Month.	75% of contract price.
Less than 7 days.	Full contract price.

The Hirer reserves the right to cancel any hire on giving 28 days notice in writing to the Hiree and will refund all monies paid in respect of the hire, without incurring any other liability which the Hiree may have incurred.

## 4. Capacity and Usage

The final number of delegates/guests attending the event will be confirmed to the Hirer no later than 7 days prior to the date of the event.

Both the Hiree and Hirer shall ensure that the stated capacity of the hired area is not exceeded. The Hirer reserves the right to prevent persons entering the hired area or cancel the event/or move the event to another area if the maximum capacity is breached.

Sub-letting of any area is not permitted.

The Hirer may have several Hiree's using its facilities at the same time. Every effort will be made to observe the reasonable requirements of each Hiree; however, the Hirer will not be responsible for any inconvenience caused by other Hirees.

No part of the area hired shall be used for the purpose of gaming, however activities such as prize bingo may be considered if the appropriate licenses are obtained.

The Hirer will not allow commercial sales or personal gain in any part of the premises however, activities such as car boot sales may be allowed.

The Hiree must state the purpose of use on the booking form when making their booking. Any activity or service that duplicates an activity or service offered by the Hirer may result in the Hirer refusing the hire or terminate the booking.

To maximise the use of the facilities, the Hirer reserves the right to move any booking to another room suitable for the activity stated on the booking form.

## **5. Indemnity and Insurance**

The Hiree shall not bring or permit to be brought into the Hirer facilities, any article which is or may become dangerous, offensive, combustible, inflammable, radioactive or explosive and no activity will take place in Hirer facilities which prejudices the Hirer's insurance arrangements.

The Hiree shall be liable for and shall indemnify the Hirer against any expense, liability, loss, fine, claim or proceedings whatsoever, arising under any statute or common law in respect of personal injury to or the death of any person whomsoever arising out of or in the course of or caused by the Hirer except to the extent that the same is due to any act or neglect of the Hirer, its employees or agents. The Hiree shall be liable for and shall indemnify the Hirer against any expense, liability, loss, fine, claim or proceedings in respect of any injury or damage whatsoever to any property in so far as such injury or damage arises out of or in the course of or by reason of the provision of the Hiree.

It is the responsibility of the Hiree to have in place public liability insurance for the event in which they are responsible.

## **6. Damage to Premises**

(see indemnity and insurance for further details).

The Hirer shall not be liable for any loss or damage to the property of the Hiree or any such agent or person associated with the Hiree not due to the fault of the Hirer, its employees or agents. In the case of loss or damage to the property, it shall be reported to and noted by a staff member at the time of discovery thereof and reported to the Police within 24 hours.

## **7. Health and Safety**

The staff shall have access to the hired area at all times. It is the Hirer's responsibility along with the Hiree to ensure compliance with all Health and Safety regulations at all times.

The Hiree to ensure that all persons attending the event comply with any and all COVID-19 regulations, guidance, and rules provided by the Scottish Government at the current time.

The staff will be responsible for ensuring safe admission and exit of persons to and from the facility in the case of an emergency. The Hirer will ensure all emergency exits are unfastened and unobstructed and the Hiree shall ensure that they remain so.

If deemed necessary due to the nature of the hire, the Hirer shall be required to provide a sufficient number of stewards to ensure proper conduct at the event. The Hirer reserves the right to provide or nominate a number of such stewards and attribute the costs occurred to the Hiree.

All stewards, throughout the period of hire, shall wear a uniform and/or distinguishing badge. No alcoholic beverages are permitted to be consumed by council volunteers or paid stewards.

If the Hiree fails to observe and perform any one of the stipulations contained in the forgoing provisions of this condition, the Hirer may charge to recover from the Hiree any expenses incurred by the Hirer to secure such observance and performance.

The Hiree is responsible for the supervision of all associated with the hire and must accept full responsibility for their actions.

## **8. Licences**

The Hiree must comply with the statutory laws concerning licensing and entertainment provisions relevant to the event.

## **9. Complaints**

Complaints arising out of the hire should be raised with the Hirer within 24-hours of the hire and confirmed in writing within 72-hours. The Hirer will then follow the Hirer's Policy in dealing with all complaints.

## **10. Emergency Procedures**

In the event of an emergency the Hiree shall comply immediately with the instructions given by the staff member. The Hirer accepts no responsibility for any economic or financial loss incurred by such an instance.

## **11. Revised Conditions**

The Hirer reserves the right to amend the conditions set out herein and to apply further conditions to any particular hire as it considers necessary and without prior notice.

## **12. Conclusion of Hire**

The Hiree shall leave the area(s) hired and equipment in a clean and orderly state and any property of the Hiree shall be removed, upon the condition that the Hirer are free from liability for loss or damage to Hiree's equipment. If the Hiree fails to leave the area(s) in a clean and

orderly condition the Hirer management shall make an additional charge for the clean up to the Hiree. Any equipment used must be returned in the same state as hired.

If the Hiree requires additional time to remove/collect equipment then this should be authorised by the Hirer.

All storage heaters must be left switched on. If the heaters are left switched off then a charge will be made to cover the extra cost of electricity to heat the room during the day.

### **13. Privacy Statement**

We need the information on this form in order to process your booking. Providing this public service is the legal basis for the Council's lawful processing of this form. Only members of staff with a need to know will access this information. More information about how the Council will process your personal data and about your rights is available here:

<http://www.orkney.gov.uk/Online-Services/privacy.htm>