

Àrainn Shuaineirt – The Sunart Centre

Conditions of Let

1. The let will be authorized by the Centre Development Co-Ordinator and will be subject to the charges as set and approved by the Àrainn Shuaineirt Management Committee and The Highland Council and as agreed between the lessee and the Centre Development Co-Ordinator.
2. Time must be allocated *within* the let period to allow for preparation and clearing up. The period of the let must also reflect time for setting up, changing, showering, etc. All members are asked to co-operate fully in this so that no session overruns.
3. Only those areas for which authority is given may be used.
4. If access is required to any equipment this must be requested on the let application form.
5. If catering is required it must be applied for separately from the let application form, and requires a minimum of one full week's notice.
6. Persons or Organisations to whom the let is granted will be held responsible for the good conduct of all present during the period of the let, and also for the for the preservation and good order of the area around the complex.
7. The premises must be left in good order and condition, with all the movable equipment stored correctly. There must be no litter left in and around the complex. Any damage done to premises, equipment or furniture must be made good by the party to whom the let is granted. Please dispose of all litter by taking it away with you or use the bins provided.
8. Smoking will not be permitted in any area of the building, grounds or outdoor pitches.
9. Alcohol is not permitted to be consumed or sold in the building or within the grounds without prior consent of the Management Committee and strictly within the constraints of current licensing laws.
10. Groups using the premises must familiarise themselves with the Fire Regulations and Precautions in the complex. Fire Drills and Evacuation Procedures are displayed in all rooms.
11. Groups must ensure that a register is kept of all those present, either by signing in to the centre on the sheets provided at reception or by maintaining their own register.
12. In the case of a function of public entertainment a minimum of two stewards (both male and female) must be provided, and an additional one steward for every fifty persons attending. Stewards must be readily identifiable as such.
13. Where Children or Vulnerable People are involved the lessee must have a current Child Protection Policy and appropriate insurance in place, and may be asked for proof of this at any time by the Centre Development Co-Ordinator. It is imperative that there are enough adults present to be able to supervise children effectively following guidelines as laid down by the Care Commission.
14. Any breach of the conditions of let may prejudice the granting of future lets.
15. The Management committee reserve the right to amend the Conditions of let at any time.

Please Note: *The Àrainn Shuaineirt Management Committee and The Highland Council strongly recommend that for the protection of group members hiring its facilities the group 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 any equipment or valuables left in any part of the premises. It is recommended that each group using the premises makes their own arrangements for the safekeeping of valuables, etc.
- ❖ Cancellation or failure to take up a let will be subject to charge unless a minimum of 72 hours prior warning on any cancellation is provided to the Centre Development Co-Ordinator.
- ❖ Only Indoor, soft, non marking soled shoes may be worn in the Games Hall in order to preserve the floor surface – those not in the possession of appropriate footwear may not be allowed to use the facility. **No food or drink is allowed in the games hall and only water allowed on the Astroturf.**

***Please ensure that you understand the terms and conditions prior to requesting a let.
If you have any questions about these terms and conditions or notes – contact the centre co-ordinator for guidance prior to signing & submitting your let form.***

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