

## ROOM BOOKING FORM

Thank you for choosing Strathpeffer Community Centre. To make a booking:

- Telephone the Community Centre on 01997 421989 to check availability of your chosen dates.
- Fill in the booking form below with your requirements.
- Return form to:
- **E-mail:** [community.centre@strathcdt.onmicrosoft.com](mailto:community.centre@strathcdt.onmicrosoft.com)

Organization/Group :	
Contact Name:	
Dates required:	
Email	
Telephone:	

### Room requirements

Room	Time From	-	Until
Main Hall			
Kinellan Room			
Wyvis Room			
Kitchen			

### Payment

#### For individuals,

Payment is required in advance to secure your booking.  
Please complete and send the form  
You will then receive the price  
Payment is to be made in advance

by Bank Transfer

To Strathpeffer Community Development Trust  
Sort Code: 800635  
Acc No: 00831489

Or by card or cash at the Community Centre

Once we receive payment, we'll send confirmation.

#### “For businesses,

We can provide an invoice. Payment is due within 30 days of receiving the invoice. Please let us know the necessary details (e.g., purchase order, reference number) to prepare the invoice.

I have read and agree to abide by the conditions of use:

Signed \_\_\_\_\_

Date \_\_\_\_\_

If signing on behalf of an organisation, please make all users aware of the conditions of let.

Strathpeffer Community Development Trust Ltd  
School Road, Strathpeffer, IV14 9AG

Tel: 01997 421 989. Email: [info@strathpeffercommunitycentre.org.uk](mailto:info@strathpeffercommunitycentre.org.uk)

Company Limited by Guarantee: Company No 207195

Last Updated 22nd April 2024  
Registered Scottish Charity: Charity No. 00688

# Strathpeffer Community Centre Terms and Conditions:

## Conferences and Meeting Hire

Strathpeffer Community Centre is operated by Strathpeffer Community Development Trust and is a company limited by guarantee with charitable status - Scottish Charity No. (SC00688) Company No. 207195

### 1. Definitions

- 1.1. 'Strathpeffer Community Centre', 'Centre and 'We' means the property/properties for which a booking is agreed. The property is owned/managed by Strathpeffer Community Development Trust (SCDT). 'The Client' and 'You' means the organising body/company and organiser responsible for commissioning of and payment for the event. The "booking' means the agreement between Strathpeffer Community Centre and The Client for a specific booking or series of bookings. The 'facilities' means those parts of the Centre detailed on the booking form. The 'Centre Manager' means the Centre Manager of the Centre or any person acting under his/her authority.
- 1.2. These Terms & Conditions will form part of the Contract, together with any other terms stated in the booking form. We would like to **draw your attention specifically to Clause 4** of these terms relating to cancellation by the Client.

### 2. Charges and payments

- 2.1. Charge rates are detailed on our website and can be requested with the booking form.
- 2.2. Payment is due within 30 days following the date of invoice.
- 2.3. Cheques should be made payable to 'Strathpeffer Community Development Trust Ltd. Payment by BACS is also acceptable provided remittance advice is provided detailing the invoice number.

### 3. Confirmation by the Client

- 3.1. All bookings are considered as provisional until the booking form is signed by the Client and confirmation returned by the Centre. Once the booking is confirmed by parties, all such facilities and services reserved on your behalf will be subject to the terms and conditions stated here.
- 3.2. Numbers must be advised to the Centre at the time of verbal confirmation and will be identified on the booking form. Final timings, menus and any special requests must be confirmed to the Centre at least 5 working days prior to arrival.
- 3.3. The balance of the charge and additional costs incurred at the event will be invoiced after the event and payable strictly within 30 days

### 4. Cancellation

- 4.1. If the cancellation is within 7 days of the event, we will charge a cancellation fee of 50% of the agreed cost of room hire.
- 4.2. If the cancellation is within 3 days of the event, we will charge the full amount of the agreed cost of contracted room hire and up to 100% of the agreed cost of catering unless we are able to cancel it in time.
- 4.3. In the event of cancellation due to poor weather conditions, and the Centre is open. The above cancellation fees still apply.

### 5. Amendments or Cancellation by the Venue

- 5.1. Should the Centre for reasons beyond its control, need to make any amendments to the Client's booking, we reserve the right to offer alternative facilities without prior notice. This will not relieve the hirer of their obligations as to the payment of the appropriate fee.
- 5.2. Should the Client make significant changes to the programme or the expected number of guests, this may result in amendments in the applicable rates and/or facilities offered by the Venue.
- 5.3. Should a conflict of interest arise, we reserved the right to cancel the booking e.g. two competitor organisations are booked on the same day.

### 6. Liability

- 6.1. The Client agrees to pay any loss or liability of any kind to the Centre caused by the Client or any of the Client's event attendees and to indemnify the SCDT in full against all loss of or damage to any property which may arise out of any negligence, act of omission by the Client or the Client's event attendees.
- 6.2. If any damage caused by the Client prevents facilities and services being used whilst the damage is made good, the Client will be charged for revenue lost during this period. The Client is advised to obtain insurance against all losses or liabilities.
- 6.3. The Centre's liability under these terms and conditions shall not exceed 100% of the charges and payments payable by the Client under the Contract.

### GENERAL:

The Hirer will have sole responsibility for the administration and organisation of the event, subject to SCA's overall administration of the Centre.

The Centre will be vacated immediately at the end of the event. SCDT will not accept responsibility for any property remaining in the Centre at the end of the event.

The Centre accepts no responsibility for any technical difficulties with any Audio Visual (AV) equipment or services brought in by the Hirer.

We are concerned for your health and safety and that of our Centre. You are requested not to fix items to the walls, floors or ceilings.

The Client will be liable for all and any damage caused to any room, facilities, furniture or equipment caused by acts or omissions of their delegates, staff or visitors.

Delegates, staff and visitors of The Client are required to comply with all health, safety, fire and general instructions issued.

The centre, SCDT will accept no responsibility or liability for the loss or damage to personal effects belonging to the Client or their delegates, staff or visitors.

The Hire of the Centre is not transferable by the Hirer without written consent from the Centre Manager

The Hirer will not permit smoking by any person within the Centre.

The Hirer will be responsible for insurance of any equipment brought into the Centre.

The Hirer will not allow any gambling at the event unless specifically previously authorised by the Centre Manager, and except in accordance with the Betting, Gaming and Lotteries legislation.

The Hirer will not do anything that could prejudice any entertainment licence having effect with respect to the Centre.

Please note we do not charge VAT.

### **Force Majeure**

If the relevant event cannot be held because of the inability of SCDT to make the Centre available due to any cause beyond its control, SCDT will make a full refund to the Hirer of all monies paid but will not be liable for any loss whether direct or indirect suffered by the Hirer as a result of the cancellation of the event.

*We may take the opportunity to update our terms and conditions from time to time. It is the customer's responsibility to check any updates. Updated terms and conditions can be obtained through the Centre office.*

**Please sign two copies and return one to the Centre to confirm your booking along with the booking form**

Name of event .....

I/We agree to the terms and conditions as set out above. I/We confirm that the details shown above are correct and affirm that I/we will comply with the payment instruction.

**Signature for Client** (if signing for a company or organisation, state your position)

Signature .....

Position ..... Date .....