

APAFV Pavilion (PH3 1JH), Community Area Terms & Conditions of Use, 2024

Overview

This document forms the terms and conditions, and provides key details, for the hire and use of the Community Area within the Auchterarder Primrose AFC Pavilion, in Auchterarder.

Hire Procedure

Any individual/group (please note the applicant, and person responsible for each hire must be at least 21 years of age) wishing to book the Community Area within the Auchterarder Pavilion must fully complete the booking form and submit it at, to ACSR's Development Manager Tim Hart (tim@acsr.org.uk) least 7 clear days prior to the proposed first booking date. ACSR will respond in writing – by e-mail, wherever possible.

Hire Rate

ACSR has a standard hire rate of £18 per hour. However, we aim to support our members and local community groups / club by providing a discount on this. Therefore, the rates for 1st April 2024 – 31st March 2025 are:

Organisation / Individual's Status	Cost Per Hour
Member of ACSR	£12
Community Group / Club (non-member)	£14
Business	£18

Cancellation Policy

Any booking cancelled by the hirer with at least 7 clear days' notice will not incur a booking fee. Any cancellation within 7 days of the agreed booking date may be charged at 50% of the cost of the booking.

General Terms & Conditions

- The hirer is responsible for ensuring they have the appropriate regulatory credentials in place relating to their safe use of the venue and that they operate activities in line with National Governing Body / Scottish Government guidelines relating to COVID-19. A condition of the booking is that any appropriate documents will be submitted to ACSR, if ACSR requests them.
- The hirer shall, during the period of the hiring, 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 supervision of parking arrangements so as to avoid obstruction of the road. (NB: the Recycling Centre at the end of the road is operational on Tuesdays, Thursdays and at weekends.)
- The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition.
- 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.
- No alterations or additions may be made to the Pavilion (externally or internally) without the express consent of Auchterarder Primrose Football Club / ACSR. This includes use of the walls and placing of marketing material within, and outside, the pavilion.
- As directed by ACSR, the hirer agrees to 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.
- The hirer must not sublet their booking under any circumstances, without the express written agreement of ACSR.

- Alcohol, illegal substances and dangerous activities are not permitted within the Pavilion. If an individual/group is found to have alcohol or illegal substances or to be carrying out activities which ACSR deems to be dangerous, the hire and all subsequent hires, may be immediately terminated by ACSR – with all hires being billed at full rate.
- Except for Guide Dogs, animals are not permitted with the Pavilion.

Use of Kitchen

If the kitchen is to be used, the hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

Accidents and dangerous occurrences

Should there be any failure of equipment belonging to ACSR, or equipment brought in by the hirer, this must be reported as soon as possible to ACSR. The hirer must report all accidents involving injury to the public to ACSR as soon as possible and complete the accident book located in the pavilion kitchen. (Certain types of accident or injury must also be reported on a special form to comply with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).)

Invoicing & Payment Procedure

ACSR will issue an invoice for all hires on a monthly basis. Payment should be made within 28 days of the invoice date.

Provision of Keys to Hirers

Dependent upon circumstances, ACSR may make keys to the building available for a hirer to utilise. If this arrangement is in place, the hirer must sign a separate agreement which states they will not get extra keys cut without the express consent of ACSR and that they will report the loss/breakage of any key(s) to ACSR immediately. Key holders will also be expected to follow the 'closing up' procedure which is displayed within the pavilion.

Emergency Contact Details & Location

If you need to get in contact with anyone from ACSR during your hire, please contact ACSR's Development Manager, Tim Hart (0141-488-4100) in the first instance. Failing that, the secondary contact is ACSR's Chairperson, Ian Somerville (07899-897126).

Should an emergency arise:

- The nearest medical facility (9am - 6pm) St. Margaret's Health Centre, Auchterarder PH3 1JH is located by crossing the main road and proceeding along the drive which is immediately opposite to drive up to the pavilion, telephone numbers 01764 664580/662275.
- The venue location for the emergency services is Auchterarder Public (Victoria) Park.

Summary

ACSR is very pleased to be able to offer the Community Area for hire to our members and our local community. All the statements above are designed to ensure the safety of you, of the group booking into the venue, of ACSR and of our venue.

We look forward to welcoming you, and your group, to the Pavilion soon.

Best Wishes, Auchterarder Community Sports and Recreation.