Leith
COMMUNITY CENTRE SCIO

Hiring a space: what you need to know

Here is what you need to know and do when you hire a space with us. The full rules are in our terms and conditions of hire, which you agree to when you book.

> **The person who booked is responsible for the booking and for everyone at it, including people dropping off or picking up. Be there yourself, or name someone to be there for you. Your booking time includes setting up and clearing away.**

Your bookings : https://staging.leithcommunitycentre.org.uk/your-bookings/
Fire evacuation plan : https://staging.leithcommunitycentre.org.uk/fire-evacuation-plan/
Full terms and conditions of hire: https://staging.leithcommunitycentre.org.uk/terms-of-hire/

01 Before your booking

Risk assessment. Do a risk assessment of your booking and its activities, and reduce or remove the risks you find.

Insurance. If paid staff or volunteers work at your booking, you must have employers' liability insurance. We strongly encourage public liability insurance for every booking.

Children and vulnerable adults. If your booking involves them, you must meet the Protection of Vulnerable Groups (PVG) rules and have safeguarding policies in place.

Licences. Get any licence your booking needs, at your own cost. If you play music, that includes the music licences (PPL and PRS).

Alcohol, betting, gaming or lotteries need the Trustees' agreement first. Ask when you book.

Sport. Coaching and organised sport must be supervised by suitably qualified people, following the sport's governing body's safety advice.

Electrical equipment you bring must have passed a portable appliance (PAT) test in the last 12 months.

Publicity. Don't advertise until we have confirmed your booking. Show clearly what it costs to take part, and only put up posters where you have permission.

Open to all. Your activity must be open to everyone. Offer pay-as-you-go for regular sessions, and be willing to offer free or cheaper places to people on benefits.

02 On the day

Check the space and any equipment when you arrive. Don't use anything you think is unsafe. Before any sport, check the floor, and don't go ahead if it is damaged or unsuitable.

Keep a register of everyone at your booking, so everyone can be accounted for if the building is evacuated.

Know what to do in an emergency. Read the fire action notice in your space, follow the centre's fire evacuation procedure, and tell your group what to do if there is a fire or a medical emergency.

Plan for anyone who needs help to get out. If someone at your booking would need help to leave in an emergency, make a Personal Emergency Evacuation Plan for them before the day.

Have first aid ready: someone with the skills, and a first aid kit.

Keep corridors and fire exits clear. Keep fire doors closed, and use fire exits only in an emergency.

Keep the door of your space closed, except when people are coming in or out.

Changing is in the changing rooms or your own space, not in the café or corridors.

Bouncy castles go only in the Sports Hall, from a reputable supplier who supervises them throughout.

Be good neighbours. Don't disturb other groups in the centre or the people who live and work around it.

03 When you leave

Leave your space clean and tidy, with rubbish in the bins provided. The same goes for toilets, corridors and anywhere else your group used.

Tell us straight away about any damage, and as soon as possible about any accident, injury or near miss. Damage is charged at the cost of repair or replacement.

We can't look after anything left behind, so take everything with you.

04 Changing, cancelling and paying

Give us at least 10 working days' notice to change or cancel. With less notice, or if you don't turn up, you pay the full charge unless you have a good reason.

Big changes (a different space, much longer, or a different kind of event) need our agreement first.

We email you an invoice. Pay by card using the link in the invoice, or by bank transfer using the details on it, within 14 days of the invoice date.

See your bookings and invoices at any time on the Your bookings page of our website. Type the email address you booked with and we'll send you a link to sign in.

Not allowed in the centre

- × Smoking or vaping
- × Naked flames, explosives, highly flammable liquids or gas bottles
- × Helium balloons: you pay for removing one, and for any call-out if it sets off an alarm
- × Animals, except assistance animals
- × Bicycles, and riding scooters inside
- × Anything stuck, pinned or written on walls, floors, windows, doors or furniture: you pay for any repair
- × Storing things at the centre, unless we have agreed
- × Post or deliveries sent to you at the centre: we can't accept them

Contact us

0131 554 4750

info@leithcommunitycentre.org.uk

First floor, New Kirkgate Shopping Centre, 12a Newkirkgate, Leith, Edinburgh, EH6 6AD

Daily, 9am–9pm

In an emergency, call 999 first, then tell us.