

# Livingston Village Community Education Centre Association

## CONDITIONS OF LET – SINGLE LET

- THE HIRE CHARGE IS PAYABLE IN FULL AND MUST BE RECEIVED BY THE ASSOCIATION AT LEAST THREE WEEKS PRIOR TO YOUR LET.
- THE HIRE CHARGE IS NON-REFUNDABLE DUE TO YOU CANCELLING THE LET AFTER PAYMENT HAS BEEN RECEIVED.
- A MINIMUM OF TWO RESPONSIBLE PERSONS OVER THE AGE OF 21 MUST BE PRESENT THROUGHOUT THE DURATION OF YOUR LET. FOR CHILDREN'S PARTIES OVER 20 IN NUMBER AN ADDITIONAL ADULT IS REQUIRED FOR EVERY 8 CHILDREN.
- IN THE EVENT OF AN ACCIDENT OCCURRING DURING YOUR LET,PLEASE REPORT IT VIA THE "ACCIDENT REPORT FILE" IN COMMUNITY ROOM 1 ( THIS IS A RED FILE KEPT ON THE SHELVES BEHIND THE DOOR (NEXT TO THE LOW SINK).
- THE LESSEE IS RESPONSIBLE FOR LEAVING THE FACILITIES IN A CLEAN AND TIDY CONDITION and there is equipment available to do this.  
( IF YOU ARE UNSURE OR UNFAMILIAR WITH THE PREMISES,PLEASE ASK THE JANITOR WHEN YOU ARRIVE)
- ANY DAMAGE MUST BE REPORTED AT THE EARLIEST OPPORTUNITY. FAILURE TO DO SO MAY RESULT IN A CHARGE FOR ADDITIONAL CLEANING AND/OR REPAIR COSTS.  
**Please Notify Janitor before leaving OR Complete our ' Contact Us' form on the website**
- THE LESSEE MUST ENSURE ANY MUSIC PLAYED DOES NOT EXCEED 85 dba ( THIS IS TO CONFIRM WITH WEST LOTHIAN COUNCIL REGULATIONS)
- THE LESSEE ACCEPTS FULL RESPONSIBILITY FOR ANY FOOD BROUGHT ONTO THE PREMISES IN CONNECTION WITH THE LET.ANY FOOD PREPARED ON THE PREMISES MUST BE SUPPORTED BY A VALID FOOD HYGIENE CERTIFICATE AND PROVIDED TO LVCECA PRIOR TO EVENT. **NB** THERE ARE NO FACILITIES FOR STORING CHILLED FOOD OR FOR COOKING/REHEATING FOOD ON THE PREMISES.
- WHEN YOU ARRIVE AT THE PREMISES PLEASE READ CAREFULLY THE FIRE NOTICES WHICH ARE DISPLAYED IN EACH ROOM SO THAT YOU KNOW WHAT TO DO IN THE EVENT OF A FIRE. IF YOU ARE NOT FAMILIAR WITH THE PREMISES OR ARE UNSURE PLEASE ASK THE JANITOR TO POINT OUT THE FIRE NOTICES AND THE FIRE EXITS WHEN YOU ARRIVE.

### DECLARATION

I have read and agree to abide by the Conditions of let as stipulated above.

Signature..... Print Name .....

Date.....

PLEASE SIGN AND RETURN ONE COPY OF THIS FORM TOGETHER WITH YOUR COMPLETED APPLICATION FORM AND FULL PAYMENT.THE OTHER COPY SHOULD BE RETAINED BY YOU FOR FUTURE REFERENCE.



