



University of the
Highlands and Islands
Highland Theological
College

Oilthigh na Gàidhealtachd
agus nan Eilean
Colaiste Dhiadhachd
na Gàidhealtachd

0. Charitable purpose

The accommodation is to be used only for charitable purposes as fit the criteria of the Charity Test applied by the Office of the Scottish Regulator of Charities (OSCR).

1. Booking Applications

Bookings will only be accepted following receipt of a signed hiring application form. The person signing the application form shall, for the purposes of these Terms and Conditions be deemed to be the Hirer. No transfer of bookings or sub-bookings will be allowed. Bookings for a series of meetings or events would not normally be accepted for a period exceeding 6 months. The facilities may only be used for the purposes and period stated on the application form, unless the Hirer has obtained the prior written consent of the College.

2. Payment of Charges

The room is let in accordance with the scale of charges drawn up by the College. The College reserves the right to vary these as they see fit. Details of the fees are available on request. The Hirer shall be liable for any additional expense incurred by the College if the booking overruns the pre-arranged period of hire. An invoice will be sent after each booking or at least at the end of each month and payment is required within 30 days.

3. Cancellations

The College reserves the right to refuse any bookings without explanation and to cancel any booking upon reasonable grounds. In the event that the College cancels a booking, it will do so in writing and either refund all fees already paid or offer alternative dates. The College shall not be liable for any loss sustained by the Hirer as a result of any such cancellation. Cancellations by the Hirer should be notified to the College in writing. If the Hirer cancels a booking within one month of the hire date, the full fee must be paid.

4. Limits of accommodation

The number admitted to each classroom must not exceed the number stated on our Room Hire Rates schedule. The precise number of persons attending an event will be at the College's discretion after discussion with the Hirer. The Hirer shall be responsible for ensuring that the limitations agreed with the College are observed.

5. Damage to premises or equipment

The Hirer shall be liable on demand for any damage to the premises of the fixtures, fittings, furniture and any equipment or articles provided within the College and caused by his or her use of the premises. The cost of restoring the premises, the fixtures, fittings, furniture and any equipment or articles provided within the College to their original condition shall be assessed by the College Estate Manager whose decision is final. No screws or nails shall be driven into walls, floors or ceilings of the premises, fixtures and fittings. The Hirer shall leave the premises in a clean and tidy manner. In the event of damage payment for costs of repair or replacement will be incurred by the Hirer.

6. Injury to persons and damage to property

The College and its staff or agents will not be held responsible for any damage or loss of goods, property or equipment or for personal injury (except in the case of negligence by the College) on the College's premises or land, howsoever caused. The Hirer shall indemnify the College, its staff or agents against any claims, which may be made in respect thereof. Any accident must be reported to the College as soon as possible after its occurrence, but in any event, prior to departing from the College.

7. Decorations and fixings

No decorations, flags, emblems, posters or any other loose articles may be fixed to walls, floors, ceilings, fixtures or fittings without the consent of the College.

8. Removal of equipment

The Hirer and/or contractors or others engaged by the Hirer to supply decorations, fittings or other facilities will be required to remove and clear away all articles belonging to them by the end of the hire period. All reasonable instructions given on behalf of the College by its Authorised Staff shall be observed.

9. Lighting and other electrical equipment

No additions or alterations to the lighting, loud speakers, microphones or other electrical arrangements may be made without the consent of the College. Pyrotechnics of any sort must not be used without the consent of the College. No electrical apparatus may be brought on to the premises without the consent of the College who must be satisfied that the equipment has been checked for safety.

10. Fire safety

No smoking is allowed in any part of the building. The Hirer shall ensure that there is no interference whatsoever during the period of hire with fire extinguishers or any other fire fighting equipment except in the case of an emergency. The Hirer must not interfere with fire doors and doors fitted with automatic closures. The Hirer shall keep every corridor, passage and exit of the premises clear of obstruction and ready for use in an emergency. Materials used in the construction of items or costumes or other apparatus brought on to the premises by the Hirer, should be treated and maintained in a fire retardant condition in accordance with current regulations.

11. Disorderly or dangerous conduct

Any booking which, in the opinion of the College, may be contrary to decency or good manners or likely to lead to disorder may be cancelled forthwith on written notice to the Hirer. The Hirer shall not allow any disorderly, dangerous or improper conduct, or conduct which may endanger equipment, fixtures or fittings provided within the College, during the course of the hiring. The College may order the immediate, total or partial, clearance of the premises, if it considers such action to be necessary. The Hirer shall be liable for any extra expense that the College may incur by engaging Police Officers to preserve law and order.

12. Car park

All vehicles and property are left in the car park entirely at the owner's risk and the College will not accept responsibility for any loss or damage howsoever caused except where arising from the College's negligence. The Hirer shall ensure that all vehicles are parked so that no exit or carriageway is obstructed.

13. Compliance with conditions

In the event of the refusal to comply with these conditions or any reasonable instructions given by the College and its Authorised Staff, the Hirer and any persons attending the functions may be excluded from the premises. The Hirer will remain liable in respect of the hire charges as herein contained.

14. Complaints

Any complaint connected with the hire of the premises should be made to the College within seven days of the function. The College reserves the right to amend or vary these conditions or impose additional conditions without notice.