

## ROOM HIRE - TERMS AND CONDITIONS



### APPLICATIONS

1. All bookings will be charged in accordance with The Ridge's charging policy, details of which are available on our website, see [The Ridge Room Hire Fees \(Jan 2025\)](#). Any booking requesting the discounted charitable rate should provide evidence of their status i.e. charity registration number.
2. Applications will only be accepted from persons aged 18 years or over. Applications for events involving the sale or consumption of alcohol will only be accepted from persons aged 25 years or over.
3. A minimum of 10 working days' notice is requested when a venue hire is required, however we will accommodate if possible with less notice.
4. Bookings must be requested using the [Online Booking Request Form](#). Once received you will receive a response to either discuss the booking further (if more information/clarification etc is required), or a provisional booking confirmation.
5. All provisional bookings will only be held for 10 working days until the acceptance of the hire agreement and these terms and conditions, confirmation that a risk assessment has been completed (see below), and full payment in advance (unless otherwise agreed) has been received. An invoice will be raised at the time of provisional booking and once payment is received your booking will be confirmed. Note: If a request with less than 10 days advance notice is accommodated, provisional bookings will only be held for 1 working day following invoice issue.
6. A deposit will be taken in addition to rental fees for larger events, and is at the discretion of The Ridge for smaller events. The deposit will be refundable after the event, less any additional charges necessary resulting from damage to property or cleaning fees where clean-up has not been completed to a satisfactory standard.
7. Bookings will not be accepted more than 6 months in advance unless with special arrangement with the Bookings Team.
8. The Ridge reserves the right to refuse a booking for any reason.

### SETTING UP/CLEARING UP

1. The fee for hiring the facility is based on the duration of the event stated on the booking form which must include the time needed for setting up and clearing up afterwards.
2. When an event ends late at night, all guests must leave the premises by 11:15 pm to limit any disturbance to neighbours. (In accordance with our noise/music policy, see section 'Supervision of Hire' paragraph 10). The Hirer, along with up to 3 helpers, can stay later solely to complete clearing

up activities. Upon request, The Ridge may grant additional time the following morning to complete cleaning up activities if the premises are available.

3. The Hirer is responsible for setting up and clearing away all equipment and furniture to its original location. All equipment, goods and other items brought into the venue by the Hirer must be removed from the venue at the end of the session/hire period.

4. The Hirer must leave the venue in a clean and tidy state, and must collect, remove from The Ridge premises and responsibly dispose of all waste (rubbish and recycling) at the end of the session/hire period.

5. Where alcohol is served/sold, all alcohol and associated waste MUST be removed from The Ridge premises.

6. The Ridge reserves the right to charge a cleaning fee if the venue is left in an unsatisfactory state.

## DOOR KEY MANAGEMENT

1. Prior to the hire event, the Hirer will receive instructions and the code for the key safe. The Hirer is responsible for ensuring that the building is properly locked and that the keys are returned to the safe key at the end of the hire session.

2. Any lost or damaged keys will result in an additional fee of £50 to cover key replacement and additional administration costs.

## CANCELLATIONS

1. Cancellations must be made in writing to [bookings@the-ridge.org.uk](mailto:bookings@the-ridge.org.uk) and will only be eligible for a full refund if cancellation is made 30 days prior to the event. If a cancellation is made after this a cancellation fee will apply, as follows:

| Notice period                       | Cancellation Fee     |
|-------------------------------------|----------------------|
| 15 - 29 days prior to the event     | 50% of the hire fee  |
| 8 - 14 days prior to the event      | 65% of the hire fee  |
| 1 - 7 days prior to the event       | 80% of the hire fee  |
| 24 hours or less prior to the event | 100% of the hire fee |

Refunds are made at the discretion of The Ridge.

2. Under exceptional circumstances The Ridge reserves the right to cancel a hire. In any such event, where possible at least two weeks' notice shall be given and the Hirer shall be entitled to a full refund of any fees already paid. The Ridge shall not be liable for any direct or indirect loss.

3. In the event that The Ridge takes the decision to close the premises on Health & Safety grounds, for example adverse weather, the Hirer shall be entitled to a full refund of any fees already paid. The Ridge shall not be liable for any direct or indirect loss.

4. In the event of any other special circumstances, cancellation fees and refunds will be at the discretion of The Ridge.

## SUPERVISION OF HIRE

1. The Hirer and event attendees must only access public communal spaces, toilets and the specific booked area as per their hire agreement.

2. Spaces are booked in the Hirer's full knowledge of the facilities within the space booked e.g. tables, chairs etc. The hirer is welcome to view the space prior to booking.

3. Hirers holding events involving the sale and/or consumption of alcohol, i.e. a dance/disco or similar event are responsible for providing a minimum of 2 Responsible Persons/Stewards. Hirers must confirm at the time of booking that suitable Responsible Persons/Stewards are available to supervise the hire and provide details of these and must also provide a copy of the relevant licence/permit should they be selling alcohol .

The Hirer shall ensure that care is taken to avoid excessive consumption of alcohol in the venue, to avoid both violent/criminal behaviour and disturbing neighbours to the premises. Drunk and disorderly behaviour will not be tolerated either on the premises or in its immediate vicinity.

The Ridge may also require an interview with the Hirer of the event prior to confirming bookings involving the sale and/or consumption of alcohol.

4. The Ridge is a strictly non-smoking (including vaping, e-cigarettes and any other method of nicotine consumption) environment. The Hirer shall ensure that anyone wishing to smoke does so outside using the designated smoking area and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire. Please respect neighbouring homes and gardens.

5. No illegal substances may be brought onto or consumed on the premises.

6. The Hirer is responsible for ensuring that all those in attendance and hold a role of responsibility are suitably trained, are aware of their duties and responsibilities with regard to the event/hire e.g. ensuring health and safety, fire evacuation, first aid and orderly behaviour of all people attending the function. All entrances and exits to the facility should be controlled so that no unauthorised persons gain access.

7. The Hirer is responsible for all persons using the premises, and ensuring that they adhere to the conditions of hire at all times.

8. The Hirer shall ensure that any children are appropriately supervised at all times. Children must be escorted by a responsible adult when moving around the premises and using the bathroom facilities.

9. The Hirer is responsible for supervising the premises and will be held responsible for any damage incurred during the hire and will be held liable for all costs incurred in repairing such damage. All damage must be reported at the time of the event.

10. The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device if available, ensure that all music is switched off by 11 pm and comply with any other licensing condition for the premises. All guests must vacate the premises no later than 11:15 pm.

11. Where the room hire includes usage of the upstairs function room in 1 Black Bull Close for the purposes of classes that include physical activity such as dance, fitness classes, martial arts, yoga etc , the Hirer shall ensure that there be no more than 12 people exercising (in addition to the instructor) at any one time.

12. Where the room hire includes usage of the upstairs room in 2 Black Bull Close for the purposes of classes that include physical activity such as dance, fitness classes, martial arts, yoga etc , the Hirer shall ensure that there be no more than 6 people exercising (in addition to the instructor) at any one time.

## CHILD & ADULT PROTECTION

If your group consists of children, young people under 18, or protected adults, your group, club or organisation must have a Child Protection /Vulnerable Groups Policy. All leaders, helpers, employees or sub-contractors who have regular unsupervised access to children or protected adults must be vetted through Disclosure Scotland or recently registered with the PVG scheme.

Information is available on [MyGovScot](https://www.mygov.scot/) website and at the [Disclosure Services - Volunteer Scotland](https://www.volunteerscotland.org.uk/disclosure-services) website, you may also email Disclosure Services at [disclosures@volunteerscotland.org.uk](mailto:disclosures@volunteerscotland.org.uk).

## RISK ASSESSMENTS

1. Hirers will take responsibility for conducting their own risk assessment and sharing plans with any third parties as required. For further information visit <http://www.hse.gov.uk/event-safety/>.

2. If the hire of the venue is deemed to be a 'High Risk' event at the time of booking, the Hirer must confirm in writing to [bookings@the-ridge.org.uk](mailto:bookings@the-ridge.org.uk) that a Risk Assessment has been completed at point of signing the hire agreement, or such other time nominated, prior to the hire.

3. For all bookings deemed to be a "High Risk" event, The Ridge may contact or request an interview with the Hirer of the event and request a copy of the completed risk assessment.

**Note:** High Risk events are typically, but not limited to, ones that involve alcohol and/or high numbers/maximum capacity at the venue.

## PERSONAL EMERGENCY EVACUATION PLANS (PEEPS)

1. Where required, The Hirer must have in place Personal Evacuation Plans (PEEP) for person(s) with mobility needs, or impairments which result in them requiring assistance in the event of an evacuation. All persons will need to evacuate to the fire point located in The Ridge Gardens.
2. The Hirer is responsible for having a method in place to relay the PEEP to the fire and rescue services in the event of an emergency, for example in a folder to handover to the emergency services.

## LICENCES

1. The Hirer is responsible for obtaining all necessary licenses to carry out their proposed activity in the building. Failure to do so may result in your event being cancelled.
2. The Hirer must ensure that all necessary licences and related paperwork for a given type of function are granted and available for inspection.
3. Groups wishing an alcohol licence must submit their application for hire prior to the licence being applied for. For further Information about licences required please email the Licensing Department at [licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk).

## HEALTH AND SAFETY

1. The Hirer must comply with all Health & Safety and Fire Safety regulations operating in the venue/space.
2. Smoking is not permitted in any of The Ridge premises or facilities other than the designated smoking area in the gardens. It will be the responsibility of the Hirer who signed the Hire/Rental Agreement to ensure compliance with the legislation and these hire terms and conditions.
3. Hirers, new groups and individuals should take the responsibility for making themselves aware of the buildings fire evacuation procedures by observing Fire/Safety notices displayed in space/venue. Groups and individuals must also take the responsibility for ensuring all group members/individuals comply with the fire evacuation process and immediately and safely leave the premises on the sounding of the alarm/flashing light. All fire doors must be closed in event of a fire and the Fire Brigade must be promptly called. For Assisted Evacuation, refer to Personal Emergency Evacuation Plans in section above.
4. All passageways and exits must be kept free and doors kept unlocked during the period of occupancy.
5. The use of candles and indoor sparklers are not permitted.
6. The use of smoke machines are not permitted as they are likely to activate the fire alarm.
7. The use of portable gas heaters or cookers are not permitted.

8. Electrical equipment brought to our sites must be checked for safety by Hirer and show that it has been PAT tested unless under 1 year old and that it should not exceed 13 amp. The use of extension leads is strictly forbidden unless by prior agreement.

9. A lift provides disability access to the upstairs of 1 BBC Close. This lift is strictly for use by those with impaired mobility only. Any child(ren) with impaired mobility using the lift must be accompanied by an adult.

10. Hirers are to ensure that they have considered and organised appropriate first aid cover for their event, this may be as simple as knowing who is attending the event, who will be the person to call for an ambulance if required etc. The Ridge venues have standard first aid boxes available. The Hirer must report any usage of The Ridge first aid boxes immediately following the hire.

11. Where any catering is carried out, the Hirer will be responsible for ensuring that any person so involved fully complies with all statutory Food and Hygiene

12. The Hirer is responsible for the disposal of food waste in line with food waste legislation. For further information visit [ELC Environmental Health](#)

## GENERAL

**1. "Insurance"** The Hirer will be responsible for any liability that arises from their use of the venue or its equipment and are required to indemnify The Ridge in connection with such use. They must take out a public liability policy to cover themselves and third parties during their hiring. The Hirer should produce the relevant insurance certificate to The Ridge on request.

The Ridge will bear no liability for loss or damage to any items The Hirer or their guests bring onto the property, including but not limited to foodstuff (e.g in event of a fridge or freezer malfunction), equipment or any personal possessions.

2. The Hirer is responsible for ensuring that the conditions of hire are observed. Failure to comply with the conditions of hire can/will result in the immediate cancellation of the hire including any remaining recurrent hires, if applicable, and any new requests for future hires being refused.

3. The Hirer shall also comply with any reasonable requests or instructions.

4. The Hire Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

The Ridge reserves the right in all cases to cancel or alter any of the conditions of hire at The Ridge's discretion.