

POD 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 pod hire is required, however we will accommodate if possible with less notice.
4. Initial booking enquiries should be requested via e-mail to amanda@the-ridge.org.uk with the subject 'POD Hire Request'. Once received you will receive a response to discuss the request further (if more information/clarification etc is required). Once availability and dates are agreed, a request should be submitted through our [Online Booking Request Form](#) so that a formal quote can be provided. Following acceptance of the quote, a hire agreement is issued along with 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 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. Bookings will not be accepted more than 3 months in advance.
7. The Ridge reserves the right to refuse a booking for any reason.

SETTING UP/CLEARING UP

1. The fee for hiring the pod is based on the duration of the usage of the facility, which must include the time needed for setting up and clearing up afterwards.
2. The Hirer is responsible for setting up and clearing away any additional equipment used, ensuring the pod is left in its original state. Any equipment or other items brought into the pod by the Hirer must be removed at the end of the session/hire period.
3. The Hirer must leave the pod 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.

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

CANCELLATIONS

1. Cancellations must be made in writing to 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. Wherever possible, The Ridge will offer a reschedule rather than cancelling, whereby an alternative time, date or space would be accommodated. In any such event, where possible at least two weeks' notice shall be given. If an agreed reschedule is not possible the Hirer shall be entitled to a full refund of any fees already paid associated to the cancelled date. 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 (for the purpose of accessing pods), toilets and the specific pod as per their hire agreement.

2. Spaces are booked in the Hirer's full knowledge of the facilities within the space booked e.g. table, and chairs etc.

3. No alcohol may be brought onto or consumed on the premises.

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 health and safety, fire evacuation, first aid and orderly behaviour of all persons using the pod during the hire session.
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.
9. The Hirer is responsible for supervising the pod 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.

CHILD & ADULT PROTECTION

If your guests consists of children, young people under 18, or protected adults, you or organisation must have a Child Protection /Vulnerable Groups Policy. Those 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.disclosureservices.scot.nhs.uk/) website, you may also email Disclosure Services at 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/>.

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.

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. Hirers must also take the responsibility for ensuring all 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. 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.
6. 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.

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 are advised to take out a public liability policy to cover themselves and third parties during their hiring.
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.