

## **TERMS & CONDITIONS**

1. The person signing this form ("Contact Name") accepts the following conditions on behalf of all users of the facilities during the course of the let.
2. Arrangements for access should be made with Mr David Yuill-Kirkwood, Building & Contracts Manager, during office hours.
3. Letting fees are to be paid by cheque to Dollar Academy on receipt of the invoice. It is the responsibility of the hirer to verify that the correct number of lets is charged for.
4. The hirer should telephone the school in **advance** if an approved let is not made use of.
5. Damage to property/buildings or loss of equipment/facilities will be made good at the expense of the hirer.
6. Unapproved facilities/equipment must not be used.
7. Appropriate Liability Insurance must be in place, and trained/qualified supervisors must be on site where appropriate.
8. The hirer is responsible for ensuring that doors and windows are left secure on departure, lights are extinguished, keys are returned and that equipment and rubbish are appropriately dealt with.
9. Non-marking footwear must be worn in the Games Hall. No outdoor shoes should be worn on any part of the Swimming Pool surround.
10. Hirers must be aware of current fire regulations (Fire Warden/Stewards required for public events) and action to be taken in the event of an emergency.
11. Hirers' vehicles must be parked appropriately and carefully. Swimming Pool/Dining Hall hirers should use the designated car park to the south of the building.
12. If alcohol is to be sold at any event, an *Occasional Licence* **must** be obtained from Clackmannanshire Council and a copy of the licence sent to the Bursar's Office **before** the event.