



Portobello Community Centre
a.k.a The Wash House
3 Adelphi Grove
Edinburgh, EH15 1AP
www.thewashhouse.org

Portobello Community Centre A.K.A. The Wash House SCIO SC051735, is run by a voluntary Management Committee, with the support from a part time council Business Support Administrator. We ask that all hirers and users of the building respect the nature of how the Wash House is run, and support the centre by keeping rooms clean and tidy, returning keys on time and taking note of the letting terms & conditions. With no full-time staff, keeping the Wash House running is a team effort. Thank you for your co-operation, and enjoy your time at the Wash House!

The terms and conditions below aim to make things go smoothly for your hire, for you and for The Wash House.

Terms and Conditions for all Lets

1. IMPORTANT INFORMATION FOR ALL LETS

Protection of Children

When letting the premises, Portobello Community Centre (AKA The Wash House) has no legal responsibility for vetting an organization's employees or volunteers. The organisation or individual taking the let is responsible for complying with the Protection of Children (Scotland) Act 2003 or the Protection of Vulnerable Groups (PVG) (Scotland) 2007.

Additional information can be found at the following:

- Central Registered Body in Scotland (CRBS) 01786 849777 email, info@crbs.org.uk
- Disclosure Scotland 0807 6096006 email, info@disclosurescotland.com
- Youth Link Scotland 0131 3132488 email, info@youthlink.co.uk

Data Protection

Portobello Community Centre (AKA The Wash House) ensures the privacy of all clients is respected and that any personal information is stored securely and only accessed by Wash House staff and the management committee and will not be passed to any third parties. The data stored includes, your name, address, phone number, email. This information is stored for the purpose of contacting you regarding your class and any health & safety concerns.

First Aid

All hirers have a responsibility of duty of care to their users to provide emergency first aid assistance. The Portobello Community Centre (AKA The Wash House), recommend that group leaders obtain first aid certification.



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2 BOOKING INFORMATION

- 2.1 Room charges and deposits are reviewed annually by the management committee.
- 2.2 All applicants must be over 18 years old and be in attendance during the entire time of the let.
- 2.3 Applicants must complete a booking form.
- 2.4 As the Wash House is only staffed part time, some lets may be provided with keys to the building. Once the let finishes, key holders have 72 hrs to return their key(s) and remove any of their equipment. Failure to do so will incur a charge of £10.00 per week which will be payable when they collect any equipment and the loss of their keys(s) deposit. The centre will only keep any equipment for 4 weeks after which it will be disposed of, unless an agreement has been reached with the management committee.
- 2.4 Applicants read and then sign the fire evacuation procedures and fire safety rules attached to their booking form. It will be the applicant's responsibility to ensure that these procedures are followed in the event of a fire.

3 CHARGES

- 3.1 Please ask for our current pricing sheet for hiring our venues.
- 3.2 A lower community rate may apply if your group is a charity or non-profit organisation. Please contact the lettings coordinator for further information.
- 3.3 No charge will be applied to Children and Families Department for use of the premises, however **ALL** other Council departments and statutory organisations will be charged (although exceptions may be made for local health initiatives and promotions)
- 3.4 Council CLD initiatives for young people are free of charge. Other Lets making provision for young people will pay the standard room hire rate.

Further possible charges to note are:

- Where keys are required to access the building for a let, a deposit of £50 will be required per set of keys.
- There is a £50.00 cleaning deposit required for parties, discos etc
- For functions, an additional cost of a minimum of £10 per hour is charged for weekend or evening, (after 18:00), centre staff cover and equipment. The cost may vary as it will depend on level of support needed. Please discuss your requirements with the letting coordinator.
- The use of the stage sound system will require the hire of a technician. Please discuss your requirements with the letting coordinator.

4 PAYMENT

- 4.1 Payment should be as stated in the terms of the invoice.
- 4.2 Payment can only be through bank transfer or by cheque, using the invoice reference number. Cash cannot be accepted for any payments.



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5 CANCELLATIONS

- 5.1 Long term lets will get 4 weeks' notice of any inability to use the space unless there are exceptional circumstances.
- 5.2 Long term lets need to give 4 weeks' notice of any plan to no longer use the space, or they will be charged for 4 weeks use.
- 5.3 If one-off lets give 14 days' notice of a cancellation, they can get a full refund, if they give 7 days' notice they will get a refund of half the costs. If the notice period is later than 7 days, the full hire cost will be charged unless there were exceptional circumstances. All cancellations must be confirmed via email to enable any refund to be processed if appropriate. washhousethe@yahoo.com

6 PARKING

- 6.1 The Wash House is in a residential street and hirers are asked to please encourage their users to walk, cycle, use public transport or car share to attend The Wash House. If car use is essential, please lift share, avoid idling engines, and be very considerate of our neighbours.
- 6.2 Bicycles/scooters cannot be brought into the Centre however there are scooter and bike racks available on the pavement outside the centre for customer use. The centre cannot be held responsible for any damage or loss for scooters and bikes parked outside the centre.

7 LOSS OR DAMAGE

- 7.1 The Community Centre is not responsible for any loss or damage to personal property or any equipment brought into the centre or left in the centre by users.
- 7.2 You must inform The Wash House by emailing the following address washhousethe@yahoo.com at the earliest possible time of any breakages/damages or defects to The Wash House equipment, furniture or building fabric.
- 7.3 Damaged or lost Centre's equipment must be replaced or repaired as appropriate.

8 RUBBISH AND CLEANING

- 8.1 The Wash House is charged for waste, so event hires are asked to remove rubbish at the end of their hire. Clearly sorted paper, card, cans and plastic bottles can be recycled in the green bin, unfortunately not glass.
- 8.2 It is the responsibility of any organisation/individual to leave the premises clean and tidy. The Management Committee reserve the right to charge for any additional cleaning required. Further use of the premises will be suspended until this charge is paid and future access will be reviewed by the Management Committee.



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8.3 All rooms should be kept clear of group materials. We will try to provide some space for these users to tidily store their materials as we quite understand it's not always easy to bring group materials for every class, However, space will be limited and any materials left at the centre are at the risk of the individual and the centre cannot be held responsible for their loss or damage. Please contact the Wash House by emailing washhousethe@yahoo.com should you wish to store materials at the centre.

9 SMOKING POLICY

9.1 Smoking is not permitted within the Centre. Smokers must leave the premises by going beyond the front door to either side onto the public pavement. It is the responsibility of the person hiring the premises to let persons know they have to be outside away from the front door before they can smoke.

10 OTHER CONDITIONS FOR ALL LETS

10.1 No naked flames/candles can be used on the premises as these pose a fire risk.

10.2 No alcohol or drugs are permitted on the premises. Any groups found using these substances will be asked to leave the building immediately and their booking cancelled. Alcohol may be permitted for events which have a license.

10.3 Please refrain from putting posters on the walls or doors of the rooms you use as this can damage the surfaces. There is a specific notice board in the foyer for groups to place their advertising and wall pockets for their pamphlets

10.4 The lead user is responsible for ensuring the good behaviour of persons using The Wash House.

10.5 Any person exhibiting unreasonable behaviour will be asked to leave The Wash House. Future access will be reviewed by the Management Committee.

10.6 You must inform the lettings coordinator if your activities are of a confidential nature, otherwise your booking information will be put onto The Wash House website for general information.

10.7 All equipment/furniture used or moved must be returned to its proper place.

10.8 Seating or furniture plans must be submitted to the office at least 4 days in advance of the date of any let, otherwise the hirer will be responsible for arranging all seating etc.

10.9 All doors must be locked after hires if there are no staff or volunteer host presence. This includes the Fire Doors.

10.11 The Management Committee reserve the right to terminate any let with immediate effect if the terms and conditions of the let are not adhered to.

10.12 The Management Committee reserve the right to offer alternative room accommodation



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within The Wash House if necessary.

- 10.13 The lettings coordinator must be made aware of any changes in conditions of lets at the earliest possible time.
- 10.14 Hirers and groups should only occupy the rooms booked during the times agreed for the let and should vacate the premises quietly and on time.
- 10.15 Any queries or complaints should be emailed to the Management Committee at washhousethe@yahoo.com
- 10.16 Children's sessions/parties must be properly supervised using the appropriate ratio of adults to children.
- 10.17 Attention must be paid to any guidance given by staff, particularly of a Health and Safety nature.
- 10.18 Corporate lets must demonstrate a willingness to apply discounted rates for people in receipt of benefit
- 10.19 Where a charge is imposed for an activity, these charges must be displayed on any promotional material.

11 PRIORITY OF USERS

The following scale of use will apply in order of priority:

- Edinburgh Council use
- Community Learning and Development/Children & Families Dept. Activities e.g. Youth Work, Adult Advertised Programme, ESOL Classes, Literacy
- Local Community Organisations
- Statutory Organisations e.g. NHS Scotland
- Local Designated Portobello Community Centre groups
- Corporate Lets

Long Term Lets – Additional Terms and Conditions

- All group leaders must attend fire evacuation training. This will be arranged with the management committee.
- The building is available for long term lets between 9:00 and 22:00.



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- All lets that charge a fee to their members, must have their own public liability insurance. Please provide a copy to the letting co-ordinator.
- A risk assessment must be submitted to the management committee 1 month in advance of the start of the let. The let cannot commence until the risk assessment has been approved by the management committee. If you need help with producing a risk assessment please don't hesitate to ask the letting co-ordinator.

One Off Lets – Additional Terms and Conditions

- Weekend functions must finish by 10pm.
- There is a £50.00 cleaning deposit required for parties, discos etc. This will be returned if the centre is left clean and tidy after your let.
- The applicant shall be responsible for providing their own door and event stewards during social functions and must inform the lettings coordinator of the person or company details.
- An additional cost of £10 per hour is charged for weekend or evening centre staff cover.

The Management Committee of Portobello Community Centre trust you have an enjoyable time on their premises and thank you for your cooperation in maintaining good order during your let.