



http://www.penicuikarts.org
SCO 145154

Penicuik Community Arts Association
2/4 West Street
Penicuik
Midlothian, EH26 9DL
Scotland
Tel: 01968 678804
Email: pcaa@penicuikarts.org

Room Booking Contract

Rental for rooms is variable depending on the nature of the groups and whether or not it is "for profit":

PLEASE SEE ROOM HIRE CHARGES BELOW

HOW TO PAY

Bank Transfer preferred: Sort code: 80-09-39 a/c 00753906

Cheques made payable to "PCAA"

No cash please, if at all possible.

Bookings are for events related to arts, culture or wellbeing. The Arts Association reserves the right to alter or cancel the bookings. Please also read the PCAA Risk Assessment available online.

(<https://www.penicuikarts.org/about-us/pcaa-organisation-documents/>)

CONTACT DETAILS FOR Hirer

NAME:

Phone number:

Email address:

CONTACT DETAILS FOR PCAA

NAME OF CONTACT: Sue Owen

Phone number: 0781 505 2929

Email address: penicuikarts.org@gmail.com

ONE-OFF BOOKINGS

Room number (1 or 2): Date/Time of booking

PURPOSE OF BOOKING:
.....

REGULAR BOOKINGS

Room number (1 or 2): Key required (Yes/No):

PURPOSE OF BOOKING:
.....

Start Date: End Date (if known):

Day(s)/Time(s) of bookings:
.....
.....
.....

PTO TO READ AND SIGN THE ROOM HIRE AGREEMENT

Agreement between PCAA and persons hiring events rooms (“the hirer”)

(1) The PCAA lets rooms to individuals and groups for activities related to arts, culture or wellbeing, with the expectation that **the hirer leaves the hired room as they found it**. Depending on room use following the hirer’s event, cleaning and tidying up and removal of the hirer’s property should take place immediately after their event.

(2) Room hirers using the cafe facilities (*by agreement with the PCAA & café cooperative*) **MUST** bring their own supplies, dish cloths and tea towels and leave the cafe and kitchen as clean and tidy as they found it. Failure to do this will result in the Café cooperative’s refusal to allow hirers to use the facilities again. Please see the attached guidelines for the café & kitchen (*in progress*).

(3) **Following the requirements of the recent fire safety survey, room hirers MUST follow the room hire Fire Safety Protocol, and sign the form to document that they have received, read and understood it.**

Responsibility for the safety of a room hirer’s group - including fire safety - is the responsibility of the room hirer.

(4) **Please DO:**

After a messy activity or social gathering, please sweep the floors and remove all rubbish (broom and dustpan and brushes are in the cleaning cupboard to the right of the toilet opposite room 1)

- i) Clean table tops
- ii) Remove any props, artefacts, decorations etc
- iii) Ensure that any electrical equipment that you bring in (eg sound system, heaters, etc) has been PAT tested.

(5) **Please DO NOT put anything into the toilets other than toilet tissue - no other paper types, no food waste, no drink waste, etc.**

- i) Food waste should be put into food waste bags (provided by the hirer) and taken away
- ii) Drink waste - if purely liquid, should be discarded in the hand wash basin
- iii) Liquid food waste such as soup or fruit in punch bowls should be taken away in appropriate containers by the hirer and should NOT be discarded in hand wash-basins or the toilet
- iv) Female hygiene waste should be put in the bins provided.

Failure to observe these guidelines could result in the PCAA charging you for extra cleaning hours, for plumber’s bills etc. It could also result in the PCAA refusing future letting of room space to you.

(5) Please DO NOT leave any of your belongings in the Arts Centre without prior agreement.

(6) Out of café hours - before you leave the premises: Please ensure that (i) all water taps are switched off, (ii) all heaters are switched off, (iii) the coal fire is not roaring up the chimney (don't stoke it within an hour of leaving the room), (iv) all lights are off, (v) all inner doors are closed, and (vi) the entrance (no 2) door is fully bolted from inside and the exit (no 4) door is locked.

If you have been given a key, you must return the key to the Arts Association committee at the end of your room booking contract.

I understand and will follow the PCAA room hire guidelines and agreement, the Covid Guidelines for room hirers and the PCAA Covid Risk Assessment.

Signed: (Hirer)

Date:.....

OFFICE USE

BOOKING CONFIRMED:....Sue Owen.....

KEY REQUIRED:

RENT AMOUNT DUE:

DATE RENT PAID:.....

NEW PCAA ROOM HIRE CHARGES FROM 1st SEPTEMBER 2024

NB *WINTER CONTRIBUTIONS (AN ADDITIONAL £5 PER MEETING) ARE PAYABLE 1st OCTOBER - 30th APRIL

For room 1

	Profit	Non profit/non charity	Charity	PCAA groups
Half days or evening (up to 4 hours)	*£50	*£3.50 a head for the half day, to £40 max	£30	*£3.50 a head for the half day
Day	*£100	*£80	£60	*£7 a head for the day
Hourly	*£20	£20 per hour	£15	*£3 a head per hour

For cafe (out of hours) and room 2

	Profit	Non profit/non charity	Charity	PCAA groups
Half days or evening (up to 4 hours)	*£25	*£2.50 a head total to £25 max	£20	*£2.50 a head for the half day
Day	*£45	*£45	£35	*£5 a head for the day
Hourly	*£12.50	£12.50 per hour	£10	*£2 a head per hour

For room 3

	Profit	Non profit/non charity	Charity	PCAA groups
Half days or evening (up to 4 hours)	*£20	*£2.50 a head total to £20 max	£15	*£2.50 a head for the half day
Day	*£35	*£35	£25	*£5 a head for the day
Hourly	*£10	£10 per hour	£7.50	*£2 a head per hour