

# Carnkie Community Institute

Registered Charity No 1091528

---

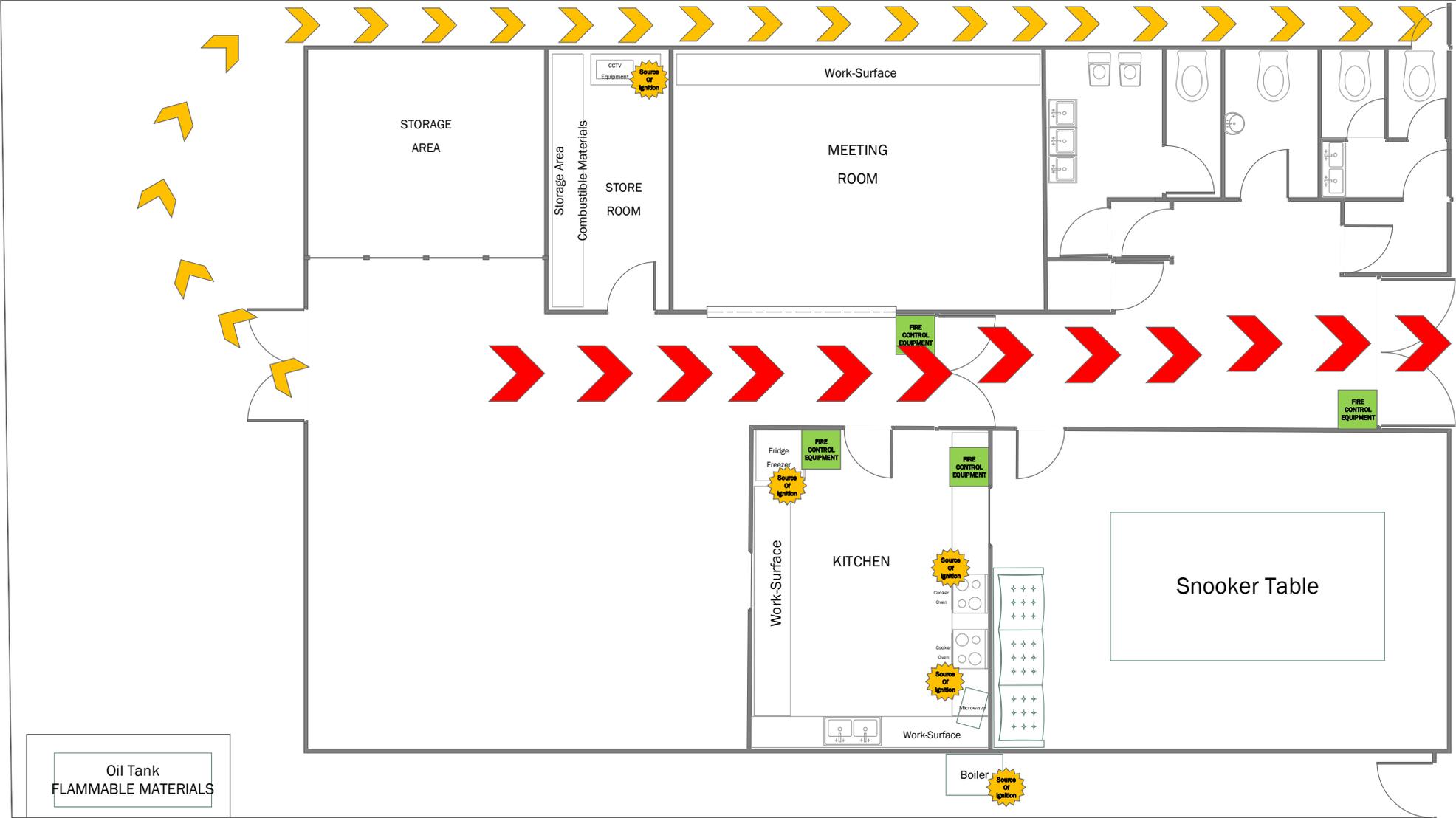
## CONDITIONS OF HIRE

1. **No Smoking:** Smoking is prohibited in the entire building. Those wishing to smoke may use the area at the rear of the building (but not within 10ft of the oil tank please!). Please ensure that all cigarette stubs are extinguished and picked up.
2. **Fire:** Fire exits must not be obstructed in any manner. The Hirer must ensure that all users present are aware of the fire procedures which are displayed in the building and the location of fire exits and fire extinguishers/fire blanket. The primary evacuation route is through the main entrance doors at the front of the building. A secondary evacuation route (not suitable for wheelchair users or the infirm), is via the side entrance on the eastern side of the building. A copy of the evacuation plan is attached.
3. **First Aid:** There is a First Aid Box in the kitchen of the Carnkie Community Institute (cupboard behind the main kitchen door) and an accident book. Please complete the incident/fault book immediately an accident occurs in the Institute.
4. **Condition of the Facility:** The Hirer must leave the building in a clean condition and all goods etc brought in by the Hirer must be removed from the premises no later than the end of the booking unless arrangements have been made in advance. All furniture and equipment must be returned to its original location and all of the crockery and cutlery must be thoroughly washed and dried. Please do not affix any balloons, banners or decorations to the interior paintwork of the building. No loose garbage or litter is to be left in the facility. **If large quantities of rubbish are accrued (black bin bags) these must be removed by the Hirer at the end of their function/meeting.**
5. **Loss or Damage:** Reasonable wear and tear excepted, the Hirer shall ensure that no loss or damage is caused to the Carnkie Community Institute, equipment, furniture and contents. The Hirer is responsible for the cost of making good any damage caused to the buildings, floor, furniture, paintwork, equipment or fittings arising out of and in the course of the function or meeting. The Committee retains the right to determine the cost of any loss, damage or cleaning required and to charge this to the hirer. The Committee is not responsible for the loss or damage to any property belonging to either the Hirer or any person attending the function or meeting.
6. **Reporting Loss, Damage and Defects:** In the event of any accident, loss, damage or discovery of a defect that needs to be rectified, users are requested to make a note of the details in the incident/fault book which is located in the Kitchen. Once problems/defects and losses are reported then appropriate action can be taken by the committee to rectify any issues.
7. **Animals:** With the exception assistance dogs, no animals will be allowed in the Institute.
8. **Conduct:** The Hirer is responsible for the conduct of each and every person in attendance at the function/meeting and for the maintenance and preservation of goodwill generally. The Hirer will be responsible for the behaviour and the quiet departure of guests from the Institute. Children must be supervised at all times by a responsible adult.
9. **Vacation of premises:** The Hirer will be responsible for ensuring that the Building is vacated by the agreed time. If it is not vacated by the scheduled time an extra charge will apply.
10. **Alcohol:** Please note that **no alcohol can be sold** by persons hiring the Carnkie Community Institute. The Committee has an occasional licence for allocated dates/events only. If you wish to provide alcohol for your guests, or to ask guests to bring their own, then that is acceptable.

---

Please contact the secretary, Brian Pierce 01209 200664, [carnkieinstitute@gmail.com](mailto:carnkieinstitute@gmail.com) for further information.

Carnkie Community Institute Evacuation Plan



 PRIMARY EXIT ROUTE

 SECONDARY EXIT ROUTE  
 UNSUITABLE FOR WHEELCHAIRS  
 Use only if Primary Route is not available