

I/WE hereby accept the conditions of let in respect of this booking and agree to the terms therein.

Print Name: Signature:

Auditorium Terms and Conditions for Members hiring the facility

1. The following Conditions relate specifically to the letting of the Main Auditorium (Culduthel Room) by members of CCC.

Auditorium Use

- i. The auditorium is furnished and designed primarily for seating 350 people in comfort in an attractive glazed and carpeted facility. A substantial investment has been made in audio-visual equipment. Whilst the area can be used for non-seated activities care must be taken to protect windows, walls, flooring, paintwork and equipment. Adjoining rooms have been designed and fitted out specifically to handle variable uses.

Non Seated Activities

- ii. Any non-seated activity in the auditorium must be approved by the Facilities Management Team on an individual basis. Details in writing of the activity and equipment used should be provided by the prospective user. In coming to a decision the Facilities Management Team's guidelines would be to ensure that normal wear and tear is the benchmark used in the approval process. Details of supervision ratios would also be required. The Supervision ratios should be in accordance with the CCC Child Protection Policy.

- iii. When chairs are being moved, care is to be taken to ensure they are not placed against the walls.

Audio Visual Equipment

- iv. Arrangements for the use of the audio-visual equipment must be made through the Facilities Management Team. Particular notice will be taken by the Facilities Management Team to ensure the audio-visual and platform equipment is not at risk.

Seating arrangements

- v. The user group of the auditorium would be responsible for clearing seating before use at the start of the booking period. If the seating is to be cleared earlier approval may be given if no other bookings are in place. The seating has to be reinstated during the booking time. A copy of the seating layout guidelines are on the foyer notice board.

Youth parties

- vi. All bookings for youth parties would be booked through the CCC Youth Leadership. Details of supervision would also be required. The Supervision ratios should be in accordance with the CCC Child Protection Policy.

Children's parties

- vii. Children's parties would not normally be held in the auditorium but in a suitable adjoining room. Details of supervision would also be required. The Supervision ratios should be in accordance with the CCC Child Protection Policy.

Consumption of food

- viii. Food should not be consumed in the auditorium, unless by prior arrangement but in the Coffee Shop area.

Guidelines for multimedia Equipment Usage

- ix. All equipment must only used by a trained member of the Production Team.
x. A full list of those members currently trained is available on request from the Facility Management Team
xi. The equipment must be supervised at all times by a trained member of the Production Team.
xii. Any equipment that is dismantled for an event during the week, must be reconnected, and checked that it is fully operational at the end of the event being held. The dismantling, reconnection and checking of any equipment must be carried out by a trained member of the Production Team.
xiii. Any problems with the equipment should immediately be notified to the Facilities Management Team.

Organisation:

Signature: Date:

Print Name: