



Facilities Let

Guidance Note and Application Form

Introduction

Acredale House (The Centre), located within Mid Street, Bathgate, West Lothian, operates as a Day Care Centre for older people within the Bathgate area. This service is generally provided during the hours of 09:00 – 17:00 on a Monday to Friday basis.

Out with normal operating hours The Centre has several facilities that could be utilised by other groups within the community. These facilities can be made available on a short-term hire basis, providing the client(s) agree to the following information and accept the conditions where specified.

Generally, the Centre will be available from 18:00 until 22:00 on a weekday, and from 09:00 until 17:00 on Saturdays and Sundays.

Facilities

- **Large hall:** 12 Metres long/6.5 metres wide. Accommodates up to 50 people.
- **Sun room-guest lounge-**Accommodates up to 12 people
- **Small meeting room:** 5 metres long/3.9 metres wide. Accommodates up to 10 people sitting.
- **Kitchen area:** For the serving (self-service) of cold food and refreshments. The Centre will not provide any food or refreshments for the clients.

The clients must not serve any hot food on the premises.

The clients must not leave any food or refreshments on the premises at the end of their let.

Alcohol must not be taken in to or consumed within The Centre

- **Separate Male/ Female toilets.**
- **Heating/Lighting & Power.**

Acredale House is a Registered Company in Scotland No. SC245052 and a Registered Scottish Charity No. SC009635
Registered Office: 9 Mid Street, Bathgate, West Lothian, EH48 1PS. Phone 01506 634288

- **Small private car park (Up to 8 Cars).**
 - *All vehicles parked within the Acredale Car Park are done so at their owners' risk. Acredale does not hold any liability to any damage or loss to any vehicles within this area,*

Health & Safety

The Centre has been risk assessed for its main activity and the appropriate signage and control measures identifying and mitigating the risks are in place.

Fire control and evacuation procedures are in place for The Centre and are tested regularly.

The caretaker opening the facility will brief the clients(s) on the controls in place for risks identified, including those for fire & evacuation procedures

The clients will be responsible for identifying and controlling any risks associated with their activity.

The clients will only be permitted access to the areas agreed by the terms of the Let.

The clients will be responsible for the provision of any liability insurance directly relating to their activity.

Smoking (including Vapes) is not permitted within The Centre.

Illegal substances are not permitted within The Centre.

The Centre is within a residential area, so clients must ensure that any noise generated does not impose adversely on the neighbouring area.

Cleaning and Infection Control

The Centre follows a strict cleaning protocol that includes specific measures to mitigate against infection control.

The Centre will be fully cleaned prior the use for any external client, and again upon return to The Centre.

The client must ensure that any obvious litter or mess generated by their activity is cleaned prior to the return to the centre.

The clients(s) must follow the latest government guidance relating to the transfer of transmittable diseases (e.g Covid-19)

Damage to Property

Whilst it is appreciated that accidents do occur, *the replacement/repair of any items or property belonging to The Centre which are damaged by the client's use of The Centre, will be met by the client.*

Rates

Room	Organisation	Rate (1 st Hour)	Rate (each hour thereafter)
Main Hall	Commercial	£40	£30
	Non-Commercial	£30	£20
Meeting Room	Commercial	£20	£15
	Non-Commercial	£15	£10
Kitchen	Commercial	£ UNAVAILABLE	£UNAVAILABLE
	Non-Commercial	£ UNAVAILABLE	£UNAVAILABLE
<ul style="list-style-type: none"> • Acredale reserves the right to cancel any let for operational reasons and accept no liability for any consequential costs to the client. In such circumstances we would give as much notice as possible. • All accounts must be paid with 30 days of receipt of invoice. 			



Application for Let

Name of organisation	
Address	
Contact person	
Phone number	
Email address	
Type of organisation	Commercial / Non Commercial / Private (delete as necessary)

Facilities Required	
Dates Required	
Reason for Use	

I confirm that I have read the information within this document and understand that the Let agreement is conditional on the information and conditions applied within it.

Signed:

Date.....

Please return completed application to Acredale House, 9 Mid Street, Bathgate, EH481PS or email to finance.acredale@gmail.com

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