

Board Room Hire Terms and Conditions



These Terms and Conditions are applicable to all board room hires. They must be strictly fulfilled.

1. The Association will not be liable for failure to comply with any Terms or Conditions if the failure is due to, but not limited to, fire, storm, explosion, flood, acts of God, action by any Government Agency, strike or for any unexpected failure of heating, lighting, water etc.
2. Clients shall be responsible for providing adequate insurance cover for themselves, those associated with them and their equipment. If required, the Client shall show the relevant policies and current Cover Note to the Association.
3. The Association accepts no liability for loss or damage to property owned by, or in the custody of, the Client and/or their guests while that property is on the premises at Association's office.
4. The Client hereby undertakes to indemnify the Association for any damage to the premises (or contents), whether or not owned by the Association, caused by this let or any person attending the let. Any breakages or damage to the property should be reported to the Association immediately.
5. No alcoholic beverages shall be brought into the premises. Smoking is prohibited within the premises.
6. No person may enter any part of the premises other than the Board Room and toilet facilities.
7. Clients should make themselves aware of the location of fire exits, fire appliances, first aid box and telephone. Any accident must be reported immediately to the Association for recording in the accident record book. On arrival the Association will provide the Client with a housekeeping card showing the location of fire extinguishers, fire exits etc.
8. If working with children under the age of eighteen years, Clients must undertake to follow a suitable Code of Practice regarding the safety and wellbeing of the children.
9. The premises must be vacated not later than 5.00pm Monday-Thursday, 4.00pm Friday. Departure after these times may be agreed by the Association in advance.
10. Clients are required to leave the premises in a clean and tidy condition and to remove all belongings and rubbish when leaving.
11. The Board Room lights must be switched off on departure.
12. VAT is charged only on stationery, as charged to the Association for their purchase.
13. Any buffet requested will be provided by a reputable firm. A cold buffet will usually consist of sandwiches/baguettes and cakes.
14. The Client and guests are required to report to reception. The Client and guests are required to sign in and out, for health and safety purposes.
15. Access to the Boardroom will not be available until the allotted time booked, unless at the prior request of the Client.
16. The Association reserves the right to refuse permission for letting the Board Room.
17. Payment can be made to the Association by cheque (to 'Clydebank Housing Association Ltd') or by BACS transfer (Sort Code: 800614 Acc. No. 00253504). Payment must be made within 30 days of the invoice.
18. Cancellations: Any cancellation made within two weeks of the let shall be charged at 50%. Any cancellation made less than three working days before the day of let, shall be charged at full price, including the cost of any buffet ordered.



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