

HIRE OF UHI INVERNESS FACILITIES AND SERVICES TERMS AND CONDITIONS

The use of UHI Inverness facilities is subject to the following terms and conditions whereby 'Hirer' refers to the party hiring the facilities and the 'College' refers to UHI Inverness and/or the Scottish School of Forestry.

1. Hire of UHI Inverness facilities or services (including, but not limited to, room hire/hospitality/services), requires pre-payment in full, or the provision of a valid purchase order number in advance by the Hirer (note: Purchase Orders must state UHI Inverness or Inverness College UHI as the invoice originator).
2. The Hirer's booked time period must allow for preparation, clear up and exit of the booked area(s). The Hirer will be permitted access to the booked area(s) from the start time until the end time, as shown on the booking form. Additional charges may be incurred if the Hirer does not adhere to start and end timings. Additional charges will be proportionate and be dependent on any, or all of the following - additional costs incurred/lost revenue/affected student access.
3. Rooms are hired with a clear desk. Additional equipment, stationery, ICT, hospitality or services, not otherwise listed, may be available. Additional costs may be applicable. Please discuss with the Events team.
4. The Hirer must provide evidence of their **Public Liability Insurance / Public and Product Liability Insurance** and their **Employers Liability Insurance**, to the College prior to the event date.
5. If a hirer is unable to provide the evidence of insurances detailed in clause 4 the college may choose to waive this requirement. The decision to waive this requirement is at the discretion of the Management of UHI Inverness. The Hirer will be required to provide justification to support a waiver being granted.
6. The Hirer is responsible for providing trained and experienced staff for the purpose of conducting any sports/exercise in the Sports Hall, or any other College location. The Hirer's liability insurance must cover them for such risk.
7. The Hirer and their party are to use booked area(s) only. Your party may use communal areas in accordance with the purpose of the area.
Students, staff and visitors are permitted access to all communal areas at all times.
8. The Hirer must provide an appropriate housekeeping and health and safety briefing to their party. Health and safety information, evacuation and first aid procedures are provided to the Hirer separately prior to the event.
9. The Hirer must comply with the guidance and information contained within the Health & Safety and First Aid procedures.
10. The Hirer must keep a register of their party (unless a public access event) for evacuation purposes.

11. The Hirer must ensure the facility is clear of all litter and course/meeting materials at the end of the event. The area(s) must be returned to the layout and condition found at the start.
12. At the start of the booked period, the Hirer must report any problems or defects with the area(s) booked. At the end of the booked time, any damage found by UHI Inverness may result in a charge incurred by the Hirer.
13. Hirers are not permitted to put tape on floors or walls without the consent of College Events or Estates staff.
14. The Hirer must take responsibility for the conduct of their party whilst on College premises. In exceptional circumstances involving poor conduct, your booking may be terminated.
15. Litter is to be disposed of in the appropriate bins.
16. **No smoking** is permitted on College campus premises except at the designated smoking area.
17. Hospitality and catering on campus is provided by UHI Inverness.
18. No alcohol may be consumed on College premises without written consent from College Management. Alcohol may only be consumed in designated area(s) with prior written agreement from the College.
19. **Hirers must give a minimum of 24 hours' notice to cancel their booking and/or cancel hospitality requirements.** The College reserves the right to apply an administration fee of £100 if cancellation occurs with less than 24-hours' notice.
20. Only non-marking, soft-soled footwear is permitted in the Sports Hall, Fitness Suite and Performing Arts & Rehearsal Studio areas.
21. Parking facilities are used at the Hirer's own risk.
22. UHI Inverness reserves the right to refuse/cancel a booking. Where a booking is cancelled by the College we will notify you in writing.
23. Hirer's grant UHI Inverness permission to take photographs and/or to film video images which may be used for UHI Inverness promotional and marketing purposes. Further consents will be obtained from the Hirer should this be applicable.
24. The Hirer agrees to indemnify UHI Inverness and its Management from any claim for loss, damage, or personal injury incurred during, or as a result of your event booking.

Please check the box to confirm agreement with all the UHI Inverness and Scottish School of Forestry facility hire terms and conditions and enter your details below.

Name (please print): _____

Designation: _____

Organisation: _____

Date of Hire: _____

Signature: _____

Date Signed: _____

Please return the completed form to events.ic@uhi.ac.uk .