



URRAS OIGHREACHD GHABHSAINN (UOG)

MEETING ROOM: TERMS AND CONDITIONS OF HIRE

Rates of Hire:

Small Meeting Rooms	£10 per hour	½ day £30
Large Meeting Room	£20 per hour	½ day £60
Exhibition Area	£20 per hour	½ day £60
Tea/Coffee & Biscuits	£2.50 per person	

TYPES OF HIRE

1. Normal Hire: individual rooms and/or equipment within the UOG Centre may be booked in advance by organizations and/or individuals.
2. Block bookings will be considered on their merits and subject to availability. There may be dates on which UOG activities will require to take priority over block bookings and all bookings are accepted on that condition. UOG will endeavour to provide a minimum of 14 days' notice should such a situation arise. An alternative date/time will be offered, on the same terms as the original block booking in these situations.
3. Casual hire: UOG Centre facilities may be hired on an HOURLY basis, subject to the following:
 - The booking is no more than 48 hours before use.
 - The bookings are at UOG's discretion.
 - A booking form is completed, submitted and accompanied by the appropriate fee BEFORE use of the facilities hired takes place.

CONDITIONS OF HIRE

4. The facilities at the Centre may be hired by individuals or by organisations. Acceptance of any booking is at the sole discretion of UOG and, for avoidance of doubt, UOG is not obliged to give any enquirer or potential hirer its reasons for declining a booking.
5. All bookings must be made through the UOG Office and no booking will be regarded as confirmed until the official booking form has been completed and forwarded to the UOG Office, along with the hire fees, if payable in advance. In addition, no booking can be regarded as confirmed until the Office has confirmed same to the hirer.
6. Hire includes, where required, reasonable use of tables, chairs etc and the provision of heat and light.
7. It is the responsibility of hirers to set out their own chairs, tables, equipment etc. and to replace such items after use. The Hirer is also responsible for ensuring the Centre is left as found – including (but not restricted to) clean and tidy condition.
8. The Hirer is liable for any damage or breakages occurring during the period of hire. All rooms, equipment and general facilities must be left as found. Hirers will be charged for any breakages and/or damage within the Centre or to its external property and facilities and for any additional cleaning and repairs which may be required.

HEALTH AND SAFETY

9. No electrical appliance shall be brought into the Centre and used by any hirer (or third party brought in by the hirer) unless such equipment is PAT approved (Portable Appliance Testing) and holds a certificate to that effect, issued by an electrician authorised to test such equipment and issue such certificates.
10. No equipment will be brought into the centre (e.g. Electrical, catering, scaffolding; portable towers; ladders etc) without express consent of UOG. Any damage caused, whether equipment pre-approved or not will result in a charge to the hirers for re-instatement/repair/replacement etc .
11. Responsibility for any illness, injury, loss or damage suffered by the Hirer or any persons attending the Centre if such illness, injury, loss or damage is caused by the Hirer or any persons themselves, or by any equipment or property brought into the building by the Hirer or any third party services cannot be accepted by UOG. The Hirer must ensure that they and/or any third party services brought into the premises have adequate public liability insurance to cover their own equipment and the personnel involved with the service.
12. No extensions, alterations or decoration to the electrical system or the internal structure of the building will be allowed without the express permission of UOG and, in the event that permission is granted, work can only be carried out by suitably qualified personnel holding their own public liability insurance. Any breach of this condition is entirely at the risk of the hirer or their representatives

13. Any temporary extensions, decoration, constructions or alterations made by the hirer, which UOG has permitted, must be covered by the Hirer's own public liability insurance and be inspected and approved by the Health and Safety Executive. Any cost relating to such temporary extensions, decoration, constructions, alterations, reinstatement or repair will be borne by the hirer.
14. Any temporary decoration of the Centre must not result in damage to the fabric and décor of the premises. The use of appropriate fixings to ensure this condition is met is important. Hirers will be charged for any repairs, cleaning etc that are required to paintwork and other fabrics and finishings if this becomes necessary.
15. It is the responsibility of the Hirer to ensure that any equipment owned by the Hirer and used by or stored in the Centre is regularly inspected and that the appropriate certificate is obtained.
16. Children in the kitchen: Children under 5 are not permitted. Children under 18 only permitted if accompanied by a responsible adult age 18 or over, a maximum of 3 children at any one time.
17. It is the responsibility of the Hirer to notify UOG regarding any Health and Safety concerns or observations that they may have regarding the operation of the Centre.
18. Any hirer choosing to use items of the Centre's equipment does so at their own risk.
19. Hirers are prohibited from entering the loft areas within the Centre. Anyone breaching this condition does so at their own risk. (Use of any items belonging to the Centre is by prior arrangement with UOG).
20. In all matters of Health and Safety, Fire Safety, compliance with Hygiene regulations, hazard management etc, decisions of UOG take precedence over any other consideration and are deemed final.

CANCELLATION

21. If a booking is cancelled less than two weeks in advance of the date of the session/event/function, the hire charge is not refundable. Cancellation between 2 and 4 weeks in advance: 50% of the hire charge will be refunded. In the event of a cancellation the Hirer is responsible for the payment of any expenses incurred by UOG in preparation for the session/event/function

BREAKAGES CHARGES

22. Breakages of crockery must be notified immediately to UOG and paid for as follows: Cup £2.50, Saucer £2.00, Small Plate £2.00, Large Plate £3.00, Glassware £1.00 per item.
23. All other breakages/damages must be similarly notified to UOG. Repair/replacement costs will be charged to the Hirer as appropriate.

HIRE CHARGES

24. Acceptance of the booking request by UOG will constitute a commitment on the part of the Hirer to pay the hire charges for the Centre facilities requested, including any breakage, damage, cleaning, cancellation fees etc that may apply thereafter. It is agreed by the Hirer that an electronically submitted version of this Form will constitute a commitment on the part of the Hirer (always subject to acceptance of the Hire by UOG). UOG reserves the right to request a signed copy of this Booking Form prior to approving the booking request.

Privacy Notice

Personal Data

UOG Ltd uses the information collected from you to provide quotes, business transactions, referrals, internal reporting, communication by telephone and/or email, information on training and events.

Where UOG Ltd is the data controller and passes information to a third-party data processor, UOG Ltd will ensure that the data processor is GDPR compliant.

Where UOG Ltd acts as a data processor on behalf of a third-party data controller, UOG Ltd will act on the instruction of the third party.

Some personal data may be collected about you from forms and surveys you complete and from records of our correspondence and phone calls.

Any information UOG Ltd holds about you and your business encompasses all the details we hold about you and any transactions including any third-party information we have obtained about you from public sources and our own suppliers.

UOG Ltd will only collect the information needed so that it can provide you with requested services. UOG Ltd does not sell or broker your data.

Legal basis for processing any personal data

To meet UOG Ltd's contractual, community and compliance obligations to provide services on land management, training, events and consulting services.

Legitimate interests pursued by UOG Ltd and/or its clients

to provide services on land management, training, events and consulting services.

Consent

Through agreeing to this privacy notice you are consenting to UOG Ltd processing your personal data for the purposes outlined. You can withdraw consent at any time by emailing office@uogtld.com or writing to us, see last section for full contact details.

Disclosure

UOG Ltd may on occasions pass your personal Information to third parties exclusively to process work on its behalf. UOG Ltd requires these parties to agree to process this information based on our instructions and requirements consistent with this Privacy Notice and GDPR.

UOG Ltd do not broker or pass on information gained from your engagement without your consent. However, UOG Ltd may disclose your Personal Information to meet legal obligations, regulations or valid governmental request. UOG Ltd may also enforce its Terms and Conditions, including investigating potential violations of its Terms and Conditions to detect, prevent or mitigate fraud or security or technical issues; or to protect against imminent harm to the rights, property or safety of UOG Ltd, its clients and/or the wider community.

Retention Policy

UOG Ltd will process personal data during the duration of any contract and will continue to store only the personal data needed for up to 10 years after the contract has expired to meet any legal obligations. A copy of the retention policy is available on request.

Data storage

Data is held in on local PC's and backed up to Microsoft OneDrive who are fully GDPR compliant.

Your rights as a data subject

At any point whilst UOG Ltd is in possession of or processing your personal data, all data subjects have the following rights:

- **Right of access** – you have the right to request a copy of the information that we hold about you.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** – where certain conditions apply you have a right to restrict the processing.
- **Right of portability** – you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling** – you also have the right not to be subject to the legal effects of automated processing or profiling.

In the event that UOG Ltd refuses your request under rights of access, we will provide you with a reason as to why, which you have the right to legally challenge.

UOG Ltd at your request can confirm what information it holds about you and how it is processed

You can request the following information:

- Identity and the contact details of the person or organisation (UOG Ltd) that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of UOG Ltd or a third party such as one of its clients, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority (Data Protection Regulator).
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

To access what personal data is held, identification will be required

UOG Ltd will accept the following forms of ID when information on your personal data is requested: a copy of your national ID card, driving license, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required. If UOG Ltd is dissatisfied with the quality, further information may be sought before personal data can be released.

All requests should be made to office@uog ltd.com or by writing to us at the address further below.

Complaints

In the event that you wish to make a complaint about how your personal data is being processed by UOG Ltd, you have the right to complain to UOG Ltd. If you do not get a response within 30 days you can complain to the Data Protection Regulator.

Contact details are:

Mrs Christine Amos
Operations Manager
Urras Oighreachd Ghabhsainn
Business Centre
Tom na Ba
South Galson
Isle of Lewis
HS2 0SH