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## application form for the hiring of a north lanarkshire school or community facility

Dear Applicant, thank you for your recent request to hire a community facility from Culture NL. Should you wish to hire this accommodation on behalf of an organisation or for your own use please complete this form. Should you require any further information or have any questions about the completion of this form, please contact any office as detailed overleaf for assistance.

With this Application Form are the Conditions of Let which must be read and agreed by the person responsible for the hire and the rental charges. Please let us know if you have not received this information.

Thank you again for your enquiry and we look forward to being of service to you. On completion please return to the office indicated overleaf.

1	DETAILS OF PERSON RESPONSIBLE FOR BOOKING	4	EVENT DETAILS	
1.1	Organisation:	4.1	Nature of Event (e.g. Playgroup, Community Council Meeting, etc):	
1.2	Full Name	4.2		
1.3	Home Address:		If this is a birthday party the age MUST be stated: years (please note: if you are having a bouncy castle a copy of the public liability insurance should be sent to office fax no 01698 302110)	
		4.3	Numbers attending:	persons
		4.4	Layout requirements (tables/chairs):	
1.4	Post Code: Tel No: Email Address			
1.5	Do you wish Culture NL to publicise this booking?	4.5	Are charges being made for this Event?	
•			YES NO	
2	DETAILS OF FACILITY REQUIRED		If Yes, how much: Price each: £	
2.1	Name of Facility:	4.6	Will alcohol be available at this Event?	
2.2	Area of Building Required (e.g. Main Hall, Kitchen):		YES NO	
			(please note applications must be submitted 6 weeks p event date)	brior to the
		4.7	Name of Licensee:	
<b>3</b> 3.1	ROUP DETAILS this group a registered category 2 organisation?		(Note: Copy of License to be forwarded to this office prior to event taking place. Fax no.01698 302110 Non receipt of licence may result in let being cancelled)	
		4.8	Is the Event being Catered?	
	If yes registration number	4.0		
	(failure to include number may result in your organisation being charged at a different rate)		Name of Caterer:	
3.2	Are you an individual or an organisation working with children under 18 yrs of age?	4.9	If you are providing catering for your guests as part of this let have you complied with Section 13 of the Conditions of Let?	
	I YES I NO		□ YES □ NO	
3.3	Will under 18s be present at this stage?		If 'YES' please provide copy of any necessary certificat	tion.
	I YES I NO		If 'NO' please note you will not be permitted to use our	
3.4	Is your group or organisation registered with Culture NL's Child		facilities to heat or prepare food).	
	Protection database?	4.10	Do you wish Culture NL to provide	2
			Bar Facilities: DYES DNO Catering: DYES DNO	
	If 'YES' please give your registration number:	]	If you require CultureNL to provide either bars or caterin phone 01698 274 271	ng please
	(failure to supply this number will delay your booking as no 4.1		Are you having a live band or disco?	
	booking can be taken without a registration number)		Live Band Disco	
	If 'NO' please see 'Conditions of Let' under Section 16.	4.12	Do you plan to use electrical equipment as part of this (See Clause 7.2 of 'Conditions of Let')	let

Is your group or organisation providing registered child care? 3.5 If yes, please give your care commission registration number

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4.13 What level of stewarding have you arranged for the Event? (See Clause 10 of 'Conditions of Let')

NO

YES

#### 5 DETAILS OF TIME AND DATES OF LET

Day of Week

5.3 Additional Times and dates of Lets (continued)

Day	Date	Start Time	Finish Time

If you do not require entry to the Centre on any of the following holidays please 'X" the relevant box:

ALL PUBLIC HOLIDAYS
SCHOOL FEBRUARY HOLIDAYS
SCHOOL EASTER HOLIDAYS (First 2 full weeks in April)
SCHOOL SUMMER HOLIDAYS
SCHOOL OCTOBER HOLIDAYS
SCHOOL CHRISTMAS HOLIDAYS

Please omit any other dates that you do not require entry to the centre including In-Service Days. (Please list above)

#### 6 IMPORTANT INFORMATION

- Failure to complete any part of this form will invalidate the Application.
- The receipt of an application form for let of community facilities does not constitute an acceptance of the application form by Culture NL.
- The premises shall not be deemed to be let until the applicant has received confirmation in writing from Culture NL.
- All bookings must be made at least 14 days prior to the date of let.

#### DECLARATION

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I have read and agree with the Community Facilities 'Conditions of Let' set out by Culture NL.

	Signature	Date
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(Name is taken as signature – if no signature your form will be returned)

#### PAYMENT FOR 'ONE OFF' LETS

'One off' lets must be paid in advance, at least 21 days before the date of the let. This can be done in several ways;

**1. Credit/Debit Card** Once this booking form is received and let has been approved and confirmed you can Telephone Northline Customer Contact Centre on 01698 403120 to pay by Debit/Credit Card or Community Facilities office at Coatbridge on 01236 632777

**2. By Post** You can send in a cheque/postal orders made payable to CultureNL, and the date of let and name of centre booked on the reverse. Please do not send cash through the post.

3. Cash Payments may be made at:

Coatbridge Community Centre 9 Old Monkland Road Coatbridge ML5 5EA Tel: 01236 632777

**Customer Comments / Additional Information** 

Once you have completed the form, please check all details carefully and return to:

CultureNL

Community Facilities Section Coatbridge Community Centre 9 Old Monkland Road Coatbridge MI5 5EA

# FOR OFFICIAL USE ONLY Date received Customer no. Confirmation sent Catering notified Invoice amount Intials

### This information can be made available in a range of languages and formats, including large print, braille, audio, electronic and accessible formats.

如果你需要用其他语言或者其他格式表示这些信息,请与我们联系以便讨论你的要求。

Jeżeli potrzebujesz tą informację w innym języku lub formacie, proszę, skontaktuj się z nami, żeby przedyskutować Twoją potrzebę.

اگر آپ کوددسری زبان میں بیہ معلومات در کار ہو تو ہرائے مہر بانی ہم سے مندرجہ ذیل پنہ بر رابطہ کریں

CultureNL Community Facilities Section, Coatbridge Community Centre 9 Old Monkland Road Coatbridge t. 01236 632777 f. 01698 302110

e. communitycentres@culturenl.co.uk

supported by



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