



# 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

- 1.1 Organisation: .....
- 1.2 Full Name .....
- 1.3 Home Address: .....
- Post Code: ..... Tel No: .....
- 1.4 Email Address .....
- 1.5 Do you wish Culture NL to publicise this booking?  
 YES     NO

## 2 DETAILS OF FACILITY REQUIRED

- 2.1 Name of Facility: .....
- 2.2 Area of Building Required (e.g. Main Hall, Kitchen): .....

## 3 GROUP DETAILS

- 3.1 Is this group a registered category 2 organisation?  
 YES     NO  
If yes registration number .....  
(failure to include number may result in your organisation being charged at a different rate)
- 3.2 Are you an individual or an organisation working with children under 18 yrs of age?  
 YES     NO
- 3.3 Will under 18s be present at this stage?  
 YES     NO
- 3.4 Is your group or organisation registered with Culture NL's Child Protection database?  
 YES     NO  
If 'YES' please give your registration number:  
  
(failure to supply this number will delay your booking as no booking can be taken without a registration number)  
If 'NO' please see 'Conditions of Let' under Section 16.
- 3.5 Is your group or organisation providing registered child care?  
If yes, please give your care commission registration number  

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## 4 EVENT DETAILS

- 4.1 Nature of Event (e.g. Playgroup, Community Council Meeting, etc): .....
- 4.2 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): .....
- 4.5 Are charges being made for this Event?  
 YES     NO  
If Yes, how much: Price each: £ .....
- 4.6 Will alcohol be available at this Event?  
 YES     NO  
(please note applications must be submitted 6 weeks prior to the event date)
- 4.7 Name of Licensee: .....
- (Note: Copy of License to be forwarded to this office 21 days 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?  
 YES     NO  
Name of Caterer: .....
- 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?  
 YES     NO  
If 'YES' please provide copy of any necessary certification 21 days prior to event.  
If 'NO' please note you will not be permitted to use our facilities to heat or prepare food).
- 4.10 Do you wish Culture NL to provide  
Bar Facilities:  YES     NO    Catering:  YES     NO  
If you require CultureNL to provide either bars or catering please phone 01698 274 271
- 4.11 Are you having a live band or disco?  
 Live Band     Disco
- 4.12 Do you plan to use electrical equipment as part of this let (See Clause 7.2 of 'Conditions of Let')  
 YES     NO
- 4.13 What level of stewarding have you arranged for the Event? (See Clause 10 of 'Conditions of Let') .....



## 16 CHILD PROTECTION

- 16.1 The hirer is required to ensure compliance with CultureNL's Child Protection Policy and any subsequent related regulations.
- 16.2 Hirers without a registration number will not be able to book a school or community facility.
- 16.3 To request a Child Protection Registration Form call 01236 632777
- 16.4 Failure to comply with CultureNL Child Protection Policy will result in the termination of the let at anytime, without CultureNL being liable.

## 17 GENERAL

- 17.1 For the purposes of these Conditions the term 'CultureNL' shall include persons authorised by them and the term 'hirer' shall also include their employees, their agents, tradesmen, contractors, suppliers and member of the general public entering at the invitation, express or implied, of the hirer or their agents, tradesmen, contractors and suppliers.
- 17.2 The term 'Community Facilities' shall include all Community Education Facilities, Community Centres, Schools, Libraries, Senior Citizens Facilities administered by CultureNL.
- 17.3 The relevant CultureNL officers shall have access to all parts of the community facilities at all times during periods of let.

- 17.4 Advice and instructions of CultureNL must be strictly adhered to at all times during the let.
- 17.5 All additional costs associated with bookings will be charged to the hirer. For example additional cleaning charges within schools, overtime costs, grounds maintenance charges, litter picking, additional staffing. This list is not exhaustive. CultureNL reserves the right to refuse any bookings where there are cost implications for the organisation.
- 17.6 CultureNL or persons authorised by CultureNL shall have the right to suspend or take action at their discretion on any matter which, in the opinion of CultureNL's officers, does not comply with the terms of these conditions, or which they consider necessary in the interests of safety and good order or to deal with any contingency not covered by these Conditions of Let.

## 18 DATA PROTECTION

- 18.1 We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of the information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government Departments, Local Authorities & Credit Reference Agencies.

**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 کو دوسری زبان میں یہ معلومات درکار ہو تو برائے مہربانی ہم سے مندرجہ ذیل بہتے پر رابطہ کریں

CultureNL  
Community Facilities Section  
Coatbridge Community Centre  
9 Old Monkland Road  
Coatbridge ML5 5EA  
t. 01236 632777  
f. 01698 302110  
e. [communitycentres@culturenl.co.uk](mailto:communitycentres@culturenl.co.uk)

supported by

