

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	If this is a birthday party the age MUST be stated:	years
1.3	Home Address:	7.2	(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	•	ersons
	Post Code: Tel No:	4.4	Layout requirements (tables/chairs):	
1.4	Email Address			
1.5	Do you wish Culture NL to publicise this booking?	4.5	Are charges being made for this Event?	
	YES NO		☐ 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 prior to event date)	the
		4.7	Name of Licensee:	
3	GROUP DETAILS Is this group a registered category 2 organisation?		(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)	
	□ YES □ NO	4.8	Is the Event being Catered?	
	If yes registration number	4.0	□ YES □ NO	
	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?	
	☐ YES ☐ NO		☐ YES ☐ NO	
3.3	Will under 18s be present at this stage? ☐ YES ☐ NO		If 'YES' please provide copy of any necessary certification 21 prior to event.	1 days
3.4	Is your group or organisation registered with Culture NL's Child Protection database?		If 'NO' please note you will not be permitted to use our facilities to heat or prepare food).	
	□ YES □ NO	7	Do you wish Culture NL to provide	
	If 'YES' please give your registration number:		Bar Facilities: YES NO Catering: YES YES	NO
	- 120 produce give your regionalier realists.		If you require CultureNL to provide either bars or catering ple phone 01698 274 271	ase
	(failure to supply this number will delay your booking as no booking can be taken without a registration number) 4.11	Are you having a live band or disco?		
	If 'NO' please see 'Conditions of Let' under Section 16.		☐ Live Band ☐ Disco	
3.5	Is your group or organisation providing registered child care? If yes, please give your care commission registration number	4.12	Do you plan to use electrical equipment as part of this let (See Clause 7.2 of 'Conditions of Let')	
	CS CS	4.13	☐ YES ☐ NO What level of stewarding have you arranged for the Event? (See Clause 10 of 'Conditions of Let')	
			(Jee Glause 10 01 Conditions of Let)	

Time of Let (Times MUST include all preparation and clear-up time) · Failure to complete any part of this form will invalidate the Application. Start Finish • The receipt of an application form for let of community facilities 5.2 Date of Event does not constitute an acceptance of the application form by Culture NL. Day of Week • The premises shall not be deemed to be let until the applicant Additional Times and dates of Lets (continued) has received confirmation in writing from Culture NL. Day Date Start Time Finish Time All bookings must be made at least 14 days prior to the date 7 **DECLARATION** I have read and agree with the Community Facilities 'Conditions of Let' set out by Culture NL. Signature Date (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** If you do not require entry to the Centre on any of the following holidays

IMPORTANT INFORMATION

DETAILS OF TIME AND DATES OF LET

please 'X" the relevant box:

ALL PUBLIC HOLIDAYS

SCHOOL FEBRUARY HOLIDAYS

SCHOOL SUMMER HOLIDAYS

SCHOOL OCTOBER HOLIDAYS

EXCLUDE IN SERVICE DAYS

SCHOOL CHRISTMAS HOLIDAYS

SCHOOL EASTER HOLIDAYS (First 2 full weeks in April)

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

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				
Catering notified Invoice amount				

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.

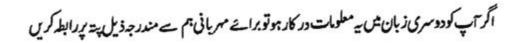
18 DATA PROTECTION

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.



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

supported by

