

Whiteinch Centre Ltd.

BOOKING FORM & CONTRACT — PLEASE COMPLETE IN FULL:

Name of group: _____

Billing address: _____

Postcode: _____

Contact person: _____
 Telephone: _____
 Email: _____

Nominated security & Covid guidelines adherence person:

(Please note: this person must have read the Centre’s letting policy and fire evacuation procedure and be present for the full duration of the event.)

EVENT DETAILS:

Title of event: _____ Booking start time: _____
 Start date of event: _____ Event start time (if later): _____
 Estimated attendance: _____ Booking finish time: _____

RECURRENCE (click to mark relevant check-box):

	YES	NO
One off event	<input type="checkbox"/>	<input type="checkbox"/>
Short-term booking (fewer than 10 sessions)	<input type="checkbox"/>	<input type="checkbox"/>
Please enter date of final session: _____		
Long-term booking (10 sessions or more)	<input type="checkbox"/>	<input type="checkbox"/>
Please enter date of final session: _____		
Open-ended booking (no known end date)	<input type="checkbox"/>	<input type="checkbox"/>

THESE SESSIONS WILL TAKE PLACE:

Weekly

Fortnightly

Monthly

Other (Please provide details e.g. second Tuesday of every month)

ADDITIONAL INFO:
(WCL staff only)

ROOM/S REQUESTED (Mark relevant checkboxes):

Hall (suitable for physical activities, parties, conferences, events, fayres)

Café area / Front Hall

Crèche (sink & adjoining bathroom, child-safe assessed, suitable for up to six children)

Inchlee (seats 10-12, suits smaller meeting)

Medwyn (seats 20-30, projector, smartboard & whiteboard, suits larger meetings)

Inchlee & Medwyn combined (suit a larger meeting with breakout area)

Art Room (purpose-built, sink & workbenches)

IT Suite (purpose-built, 12 work-stations, projector, smartboard & internal access)

Conference Suite (seats up to 20, A/V set-up & adjoining kitchen)

*** Please provide your signature and setup requirements for your event, as we cannot confirm this booking without a signature for legal purposes.**

IF REQUESTING THE MAIN HALL (Mark relevant checkbox):

PLEASE INDICATE NUMBER OF CHAIRS REQUIRE:

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- Banquet style (round tables, 6-8 chairs each)
- Theatre style (rowed seating)
- Fayre style (stalls lining walls)
- Dance floor
- Stage (No. of people on stage): _____
- Projector
- Sound system (please specify use below)

- 20 – 30 chairs
- 30 – 40 chairs
- 40 – 50 chairs
- 50 – 60 chairs
- 60 – 70 chairs

IF REQUESTING ANOTHER ROOM (Mark relevant checkbox):

- Boardroom style (long tables and chairs)
- Open floor (chair and tables cleared)
- Circle (ring of chairs)
- Other (please specify below)

A/V REQUIREMENTS:

- Laptop and projector
- Smartboard (Medwyn, IT Suite and Quarry Knowe)
- Flipchart and markers
- TV

Please note that the Scullery Café may be able to provide catering if offered sufficient notice. We are currently unable to support licensed events.

- Tick here if you like to speak with us regarding your catering needs.

TERMS & CONDITIONS:

Centre users can only be admitted into rooms from the start time of their booking: setup requirements such as arranging chairs and tables, A/V equipment etc. are handled by our own staff, however groups with their own preparations, e.g. decorations may wish to adjust their booking's start time.

Our staff reserve the right to close down an event if the terms of the let are breached, including adherence to current Scottish Government Covid-19 guidelines.

In the event of cleaners being called in to clean the building or should any damage occur as a result of your event, the organization or individual responsible for the booking will be liable for all costs incurred. Saturday evening bookings require a down payment of £50 with a completed booking form. The remaining balance must be paid in full at least 14 days in advance of the booked event: failure to pay in full by this date may result in cancellation of the booking and loss of this deposit. Cancellation of the event with fewer than 14 days' notice may incur a cancellation fee.

IF YOU DID NOT REQUEST THE SERVICE, WE CANNOT PROVIDE IT AT THE TIME OF YOUR EVENT.

IF YOU ARE SELF-CATERING, PLEASE BRING YOUR OWN UTENSILS. WE CANNOT PROVIDE IT WITHOUT PRIOR CONSENT OF THE CAFÉ'S MANAGER.

Please note that bookings are not secure until confirmed in writing by Centre Staff.

I have read the Whiteinch Centre's letting policy, health & safety guidelines and fire evacuation procedure and agree to abide by the terms therein, including providing risk assessments where necessary.

Signed: _____

Role in organisation: _____

Date: _____

For more information, please contact the Facilities Manager on 0141 950 4434 or via:

reception@whiteinchcentre.org.uk

Otherwise please return this completed form to:

Facilities Manager

The Whiteinch Centre

1 Northinch Court, Glasgow, G14 0UG

Standard precautions are a set of infection control practices used to prevent transmission of diseases that can be acquired by contact with blood, body fluids, non-intact skin (including rashes), and mucous membranes. These measures are to be used at all times to help prevent the spread of infection. For the purpose of this training, we will concentrate on the factors that affect working at the Whiteinch Centre.

Hand Hygiene:

Hand hygiene refers to both washing with plain or anti-bacterial soap and water and to the use of alcohol gel to decontaminate hands. When hands are not visibly soiled, alcohol gel is the preferred method of hand hygiene.

Hand hygiene should be performed when first entering the Centre, immediately after removing gloves, after touching objects and equipment that may be contaminated, before eating, after using the restroom, after your shift is finished and after coughing or sneezing into a tissue as part of respiratory hygiene.

Personal Protective Equipment (PPE):

PPE items for the Centre includes gloves, disposable aprons, masks, and eyewear used to create barriers that protect skin, clothing, mucous membranes, and the respiratory tract from infectious agents. PPE is used as a last resort when work practices and engineering controls alone cannot eliminate worker exposure. The items selected for use depend on the type of interaction a worker will have during the course of their shift and the likely modes of disease transmission.

Wear gloves when cleaning surfaces, restrooms, door handles, etc. and if required to clean up blood, body fluids, and if required to touch potentially contaminated items.

Wear a mask and goggles or face shield if there is a reasonable chance that a splash or spray of blood or body fluids may occur to the eyes, mouth, or nose.

Remove PPE immediately after use and wash hands. It is important to remove PPE in the proper order to prevent contamination of skin or clothing.

If PPE or other disposable items are saturated with blood or body fluids such that fluid may be poured, squeezed, or dripped from the item, discard into a biohazard bag. PPE that is not saturated may be placed directly in the trash. Any potentially contaminated waste generated from the Centre should be placed in sealable leak-proof plastic bags before placing in regular bin bags for disposal.

Needle and Sharps Injury Prevention:

Due to the nature of some of the recover groups that use the Centre there has been, on occasion, incidents of staff finding used needles on the premises.

If having to remove a sharps item, staff should take extreme precaution and in-line with the Centre's outline for safe needle disposal (please see associated risk assessment). Sharp items should be disposed of in containers that are puncture resistant, leak-proof, closable, and labelled with the biohazard symbol or are red in colour.

If you experience a sharps injury during your work, immediately follow these steps:

- Wash wound with soap and water
- Flush out mouth, nose or skin with water
- Irrigate eyes with water, saline, or sterile irrigates
- Report the incident to your line-manager
- Immediately seek medical treatment at the nearest A&E Centre

Cleaning and Disinfection:

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Most disinfectants are not effective in the presence of dirt and organic matter, therefore

cleaning must occur first before disinfection. Wet a cloth with the disinfectant, wipe away dirt and organic material, then with a clean cloth apply the disinfectant to the item and allow to air dry for the time specified by the product manufacturer.

Respiratory Hygiene (cough etiquette):

Clients and staff in common areas can spread infections to others in the same area. Measures to avoid spread of respiratory secretions should be promoted to help prevent respiratory disease transmission. Elements of respiratory hygiene and cough etiquette include:

- Covering the nose/mouth with a tissue when coughing or sneezing or using the crook of the elbow to contain respiratory droplets.
- Using tissues to contain respiratory secretions and discarding in the nearest waste receptacle after use.
- Performing hand hygiene (hand washing with non-antimicrobial soap and water, alcohol-based hand rub, or antiseptic hand wash) immediately after contact with respiratory secretions and contaminated objects/materials.
- Asking clients and staff with signs and symptoms of respiratory illness to leave the Centre and follow track and trace government guidelines.
- Spacing seating in any areas 2 metres apart to minimize close contact among persons in those areas.
- Supplies such as tissues, waste baskets, alcohol gel, and surgical masks should be provided in waiting and other common areas in the Centre. Place cough etiquette signs where the general public can see them.

Waste Disposal:

- Due to the on-going situation with the virus, it is imperative that all waste disposal is dealt with in a timely and robust manner.
- All bins should be emptied every shift and tied securely and placed in the bin area.
- A regular cleaning programme for the bin area will be put in place and should be recorded and records kept.

User Groups

The Whiteinch Centre welcomes applications from User Groups to make use of the facilities available in the Centre. An important aspect of the management of the Centre is ensuring that health and safety requirements are maintained at all times. The following guidance places certain responsibilities on User Groups and it is a requirement of any letting agreement that these responsibilities are satisfied and recorded on the form provided.

Fire Safety in the Centre

1. The Centre is equipped with a comprehensive Fire Alarm & Detection System, in the event of a fire the fire alarm will activate automatically.
2. On hearing the fire alarm the responsible person(s) for the User Group must ensure that all members of the group leave the Centre immediately, using the clearly marked emergency exit routes.
3. All persons should make their way without delay to the designated Fire Assembly Point located directly opposite the main door of the Centre on the other side of Northinch Court.

Where emergency exit doors lead to the rear car park the responsible person should open the pedestrian security gate using the **GREEN BUTTON** in order to allow the group to access the Fire Assembly Point.

4. The responsible person for the user group should call 999 and notify the Fire Authority of the outbreak.
5. The responsible person for the User Group should undertake a roll call of the group members to ensure that all members have safely evacuated the building.
6. It is the responsibility of the User Group to ensure that sufficient numbers of responsible persons are in attendance at all times to ensure that the group can be safely evacuated from the Centre in the event of a fire.

The provision of responsible person(s) must take into account any group members who are physically and/or mentally impaired and therefore would require assistance in evacuating the Centre.

Important Note:

The responsibility for assessing the number of responsible persons required to .. safely evacuate the User Group lies with the Group and not with the Centre. Each Group should undertake a suitable and sufficient Risk Assessment to determine the appropriate number of responsible persons required.

Fire Safety - Electrical Equipment

1. User Groups bringing electrical equipment into the Centre are required to ensure that such equipment is defect free, and does not present a potential fire safety risk. A regular inspection by a competent electrical engineer should be carried out on all electrical appliances in order to comply with Portable Appliance Testing requirements as required under current Health & Safety legislation.
2. All items of electrical equipment should be removed from the Centre when the User Group has finished each session. If this is impractical the Centre will, in certain circumstances, allow items of equipment to be stored in designated storage areas in the Centre.

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1.	Group Name:	
	Main Contact:	
	Activity Description:	
	Group Times: Day(s) & Times	

2.	Average number in Group:	
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I/We have read the Health & Safety Guidelines for the Whiteinch Centre and undertake to comply with the requirements provided in the Guidelines. I/We will undertake a suitable assessment of the risks associated with potential fire outbreak in the Centre and determine the number of Responsible Person(s) required to safely evacuate the Group in the event of a fire.

Responsible Person(s)	
Responsible Person(s)	
Responsible Person(s)	
Responsible Person(s)	

On behalf of the above User Group the undersigned agrees to ensure compliance with the Whiteinch Centre's Fire Safety Procedures and will notify the Centre of any significant changes that could give rise to unsafe situations arising during the Groups use of the Centre.

Signed:	
Print Name:	

Date: