

BOOKING FORM & CONTRACT – PLEASE COMPLETE IN FULL:

Name of Group (if applicable):	Click or tap here to enter text.
Contact Person	Click or tap here to enter text.
Telephone:	Click or tap here to enter text.
Email:	Click or tap here to enter text.
Billing Address:	Click or tap here to enter text.
Postcode	Click or tap here to enter text.

Event Details:

Title of Event:	Click or tap here to enter text.		
Date of Event:	Click or tap here to enter text.		
Booking Start Time:	Click or tap here to enter text.	Booking End Time:	Click or tap here to enter text.
Event Start Time (if later):	Click or tap here to enter text.	Estimated Attendance:	Click or tap here to enter text.

Recurrence:

One-off Event	<input type="checkbox"/>
Please enter date of final session:	Click or tap here to enter text.
Open-ended booking (no known end date)	<input type="checkbox"/>

These sessions will take place:

Weekly	<input type="checkbox"/>
Fortnightly	<input type="checkbox"/>
Monthly	<input type="checkbox"/>
Other (e.g., 1 st Tuesday of every month)	Click or tap here to enter text.

Room/s Requested:

Hall (Suitable for physical activities, parties, conferences, events, fayres)	<input type="checkbox"/>
Conference Room (Seats up to 20, A/V setup & adjoining kitchen, suits larger meetings)	<input type="checkbox"/>
Primrose Room (Seats up to 12, projector, smartboard)	<input type="checkbox"/>
Community Room (Seats up to 10, wall-mounted TV)	<input type="checkbox"/>

Room Details:

IF REQUESTING THE HALL

Banquet Style (square tables, 5-8 chairs each)	<input type="checkbox"/>
Theatre Style (rowed seating)	<input type="checkbox"/>
Fayre Style (stalls lining walls)	<input type="checkbox"/>
Dance floor	<input type="checkbox"/>
Stage	<input type="checkbox"/>
Microphone	<input type="checkbox"/>
Projector	<input type="checkbox"/>
Urn (please bring own tea/coffee supplies)	<input type="checkbox"/>
PA System. Please specify use	Click or tap here to enter text.

NO. OF CHAIRS REQUIRED

20-30 chairs	<input type="checkbox"/>
30-40 chairs	<input type="checkbox"/>
40-50 chairs	<input type="checkbox"/>
50-60 chairs	<input type="checkbox"/>
70-80 chairs	<input type="checkbox"/>
80-90 chairs	<input type="checkbox"/>
90-100 chairs	<input type="checkbox"/>

Number of Tables (maximum 20)	Click or tap here to enter text.
-------------------------------	----------------------------------

IF REQUESTING ANOTHER ROOM:

Boardroom style (long tables & chairs)	<input type="checkbox"/>
Open floor (chairs & tables cleared)	<input type="checkbox"/>
Circle (ring of chairs)	<input type="checkbox"/>
Urn (please bring own tea/coffee supplies)	<input type="checkbox"/>

AV: REQUIREMENTS

Laptop & projector/TV	<input type="checkbox"/>
Smartboard (Medwyn, Quarry Knowe & IT Room)	<input type="checkbox"/>
Flipchart & Markers	<input type="checkbox"/>
	<input type="checkbox"/>

Declaration – Conditions of Let (if applicable)

Please tick the sections that are relevant to your group activity. Please be prepared to provide these documents to WCL staff if asked for.

1	Are in possession of relevant, up to date qualifications relating to your let activity	<input type="checkbox"/>
2	Are in possession of relevant copyright licences for your activity under the Copyright, Designs and Patents Act 1988	<input type="checkbox"/>
3	Are in possession of relevant licences under The Children (Performances) Regulations 1968 (if applicable)	<input type="checkbox"/>
4	You have the relevant PAT testing certificates in place for electrical equipment (if applicable)	<input type="checkbox"/>
5	You have carried out, and have evidence of, appropriate risk assessments where applicable	<input type="checkbox"/>
6	You are registered with the Care Inspectorate for lets relating to childcare activities	<input type="checkbox"/>
7	You have read and agree to abide by the full terms and conditions of let.	<input type="checkbox"/>

Protection of Vulnerable Groups (if applicable) Protection of Vulnerable Groups (Scotland) Act 2007 – the PVG Scheme	YES	NO
Do you provide organised and supervised activities for children less than 16 years of age and/or protected adults?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please answer the following:		
Do you know about the PVG Scheme and are you fully aware of the implications for your organisation?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know that anyone you recruit to do 'regulated work' (whether paid or unpaid) must not be barred from work with children and/or protected adults?	<input type="checkbox"/>	<input type="checkbox"/>
It is an offence to use someone in a regulated work position if they are barred. You should therefore ensure they are PVG Scheme members		
Are you registered with CRBS, Disclosure Scotland or with a recognised umbrella body?	<input type="checkbox"/>	<input type="checkbox"/>

Are people recruited by you into a regulated work position (paid or unpaid) since 28 February 2011 PVG Scheme members?	<input type="checkbox"/>	<input type="checkbox"/>
Does your group have a Child Protection Policy and/or Protecting Vulnerable Adults policy which incorporates a code of conduct and procedures for responding to concerns?	<input type="checkbox"/>	<input type="checkbox"/>
Have your leaders had child protection training?	<input type="checkbox"/>	<input type="checkbox"/>
Does your organisation take all reasonable steps to make sure that children, young people, vulnerable adults and those who work and support them are kept safe during the organisation's activities?	<input type="checkbox"/>	<input type="checkbox"/>

Insurance

If you are running a group/activity, we will need you to provide evidence of your insurance.

Please name your insurer	Click or tap here to enter text.
Please provide your insurance number	Click or tap here to enter text.

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. Booking times are required to account for time spent setting up before the event.

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 and Sunday evening bookings require a down payment of a 50% deposit 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 A SERVICE IN YOUR BOOKING FORM, WE CANNOT PROVIDE IT AT THE TIME OF YOUR EVENT

IF YOU ARE SELF-CATERING, PLEASE BRING YOUR OWN UTENSILS. WE CANNOT PROVIDE THEM WITHOUT PRIOR CONSENT FROM THE CAFÉ MANAGER.

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

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

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:	Click or tap here to enter text.		
Role in Organisation:	Click or tap here to enter text.	Date:	Click or tap here to enter text.

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

The Whiteinch Centre Health & Safety Guidelines for 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.

The Whiteinch Centre Health & Safety – User Group Form

1. Group Name:	Click or tap here to enter text.
Main Contact:	Click or tap here to enter text.
Activity Description:	Click or tap here to enter text.
Group Times: Day(s) & Times	Click or tap here to enter text.

2. Average number in Group:	Click or tap here to enter text.
-----------------------------	----------------------------------

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)	Click or tap here to enter text.
Responsible Person(s)	Click or tap here to enter text.
Responsible Person(s)	Click or tap here to enter text.
Responsible Person(s)	Click or tap here to enter text.

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:	Click or tap here to enter text.
Print Name:	Click or tap here to enter text.
Date:	Click or tap here to enter text.

2023/24	Maximum Capacity (No. of people)				Hourly Rate	Costs per Organisation	
	Room	Size	Part y Style	Boardroo m Style		Theatr e Style	Large
Main Hall	10.1 x 20.6	120		200	Short-term	£ 35.00	£ 22.50
	209 m ²				Long-term	£ 25.00	£ 15.00
Conference Room	33.23 m ²		24		Short-term	£ 25.00	£ 15.50
					Long-term	£ 20.00	£ 11.50
Primrose Room	30.45 m ²		12		Short-term	£ 22.50	£ 17.00
					Long-term	£ 17.00	£ 10.00
Community Room	22.65 m ²		12	15	Short-term	£ 10.00	£ 8.00
					Long-term	£ 8.00	£ 6.00

Long-term rents are those of TEN sessions or more booked at one time.