



Merkinch Community Centre

BOOKING FORM



PLEASE COMPLETE ALL SECTIONS OF THE BOOKING FORM

Name of Organisation on behalf of which Application is made:

Name of person who will be responsible by lessees with the condition of let:

Address: _____ Post Code _____

Tel. No: _____ Mobile _____

Email: _____

Email Address to receive Invoice: _____

Accommodation Required	McCreadie Suite	
	Full hall <input type="checkbox"/>	Stage area only <input type="checkbox"/>
	Main Hall <input type="checkbox"/>	
	Foyer <input type="checkbox"/>	Skinner Room <input type="checkbox"/>
	Corbett Room <input type="checkbox"/>	Dell's Playroom <input type="checkbox"/>
	Kitchen <input type="checkbox"/>	Committee Room <input type="checkbox"/>

Purpose for which the let is required

Catering Required please include numbers of people and times to be served

Room Set-Up Requirements please include details of how you would like the room to be set-up. Please note extra set-up may incur additional cost.

Dates	Start Date:
	End Date:
Times required <i>Please include set up and take down time</i>	Start:
	End:

Equipment required	Tables (numbers) <input type="checkbox"/> Screen <input type="checkbox"/> Chairs (numbers) <input type="checkbox"/> Projector <input type="checkbox"/> Room Dividers <input type="checkbox"/> Lectern <input type="checkbox"/> Sound and lighting desk <input type="checkbox"/> Flipchart <input type="checkbox"/>
Stewarding - Will you require to have stewards for your event? If so how many will you provide?	YES/NO Please detail
Technical - Will you require technical support for your event? e.g. someone to operate the sound/lighting desk/laptop etc.	YES/NO Please detail
Own Equipment – will you be bringing any of your own equipment? What kind?	YES/NO Please detail
Expected numbers attending your event	Adults Children
Policies – If you are working with children or vulnerable adults, do you have appropriate policies & disclosures in place?	YES/NO Please detail
PLEASE READ TERMS & CONDITIONS AND SIGN OVERLEAF PTO →	
FOR OFFICE USE ONLY Room rate Amount Due Invoice no. Date Paid	

CONDITIONS OF LET

1. The let will be authorized by, and will be subject to, the charges as set and approved by the Merkinch Community Centre Management Committee
2. Time must be allocated **within** the let period to allow for preparation and clearing up. All members are asked to co-operate fully in this so that no session overruns - any session that over-runs will attract additional charges.
3. Only those areas of the building for which authority is given, may be used
4. **Persons or Organisations to whom the let is granted will be held responsible for the good conduct of all present during the period of the let, and also for the for the preservation and good order of the area around the building.**
5. The premises must be left in good order and condition, with all the movable equipment stored correctly. **Any damage done to premises, equipment or furniture must be made good by the party to whom the let is granted.** Please dispose of any litter using the bins provided.
6. **Smoking will not be permitted in any area of the building.**
7. **Alcohol is not permitted to be consumed or sold in the building,** unless agreed by prior arrangements with the Management Committee and Licensing Board.
8. Groups using the premises must familiarise themselves with the Fire Regulations and Precautions in the building. They must keep a register of all attendees and observe all Health & Safety requirements within and around the building.
9. In the case of a large function – a minimum of six (6) stewards (both male and female) must be provided. The management committee recommend eight (8).
10. Where Children or Vulnerable People are involved – the centre insists that you have a Child Protection Policy, Disclosure Certificates & appropriate insurance in place, and may ask for proof of this at any time. It is imperative that there are enough Adults present to be able to supervise children effectively (We recommend a minimum ratio of 2 adults for the first 15 (primary aged) children, and an additional adult for every 15 children after that (eg: 3 adults to supervise 30 children, 4 adults to supervise 45 etc).
11. **Cancellation** or failure to take up a let will be subject to charge unless a minimum of 72 hours prior warning on any cancellation is provided to the Centre Office
12. Any breach of the conditions of let may prejudice the granting of future lets
13. The Management committee reserve the right to amend the Conditions of let at any time.

Please Note: The Management Committee strongly recommends that for the protection of group members hiring its facilities, the group has Public Liability Insurance to cover injury and property damage to third parties as a result of their negligence. The Management Committee is not responsible for any equipment or valuables left in any part of the premises. It is recommended that each group using the premises makes their own arrangements for the safekeeping of valuables, etc

McCreadie Suite Information

- ✘ **Any booking for the McCreadie Suite must be approved by Centre staff and Management. No publicity should be marketed in the public domain before approval is granted.**
- ✘ No food or drink is allowed in the McCreadie Suite. All refreshments must be consumed out-with the McCreadie Suite, in the foyer areas.
- ✘ Any person or organisation who hires the technical equipment must ensure that a competent Technical Operator is responsible for it's usage.
- ✘ Information on your Technical Operator must be given at time of booking to ensure competence.

I / We hereby make application on behalf of the afore-mentioned organisation for use of the Merkinch Centre Facilities as indicated and undertake, should the application be granted:

1. that the general regulations governing the letting of Centre facilities will be duly observed and
2. to effect payment, on receipt of any account for the charges appropriate to this application, to Merkinch Community Centre

SIGNATURE _____ Date _____