



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"/>

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/Projector <input type="checkbox"/>
	Chairs (numbers) <input type="checkbox"/>	Room Dividers <input type="checkbox"/>
	Lectern <input type="checkbox"/>	Flipchart <input type="checkbox"/>
	Sound and lighting desk <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	
COVID information for Clubs/ Organisations:		
<ul style="list-style-type: none"> • COVID officer contact details: Name: • Email:Telephone: • Confirmation that the activity is operating in line with the latest Government / Governing Body guidance: YES / NO • Confirmation that a Risk Assessment has been completed with appropriate control measures in place in line with the latest Government / Governing Body guidance: YES / NO • Confirmation that contact details of each participant are taken at each session to support 'Test and Protect': YES / NO • Confirmation that the contact details of the COVID officer is shared with all club members: YES / NO • Confirmation that club members know to inform the clubs COVID officer if contacted by 'Test and Protect': YES / NO • Spectating is not currently permitted on site • Although MCC will have hand sanitiser stations available, it is the responsibility of the group to ensure that they also provide adequate hand sanitiser for those people attending your sessions. • It is the responsibility of the group to ensure that any equipment used that is kept at your home is cleaned/wiped down before and after use using a cleaning product which is designed to kill coronavirus bacteria which are products that have the following British Standard codesBS EN 14467 and BS EN 1276 		
<p>Should any group have a COVID-19 incident or occurrence, then your COVID Officer should ensure that they inform HLH by emailing covid.19@highlifehighland.com No personal details should be disclosed, as an individual's right to privacy must be observed. We simply need to know what facilities may have been accessed by the group, that relate to the incident.</p>		
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 authorised by, and will be subject to, the charges as set and approved by the Merkinch Community Centre Trustees
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 Trustees 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 Trustees 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 7 days prior warning on any cancellation is provided to the Centre Office
12. Any breach of the conditions of the let may prejudice the granting of future lets
13. The Trustees reserve the right to amend the Conditions of let at any time.

Please Note: The Trustees strongly recommend 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 Trustees are not responsible for any equipment or valuables left in any part of the premises. It is recommended that each group using the premises make their own arrangements for the safekeeping of valuables, etc

The information you have supplied will be used for the purpose(s) for which you have provided it. MCC may also use it to plan improvements and obtain future funding or for publicity purposes. This data will be maintained in accordance with the GDPR regulation 2016 and will not be passed on or sold to any other organisations without your prior approval, unless there is a legal requirement to do so.

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.**
- ✘ Any person or organisation who hires the technical equipment must ensure that a competent Technical Operator is responsible for its 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:

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

SIGNATURE _____ Date _____