



Bothwell Community Hub

Booking Form

Section 1: Applicant/Group Details

The Individuals here are responsible for let and payment

Full Name and Group Name <i>(If applicable)</i>	
Address	
Postcode	
Contact Number	
Email Address	

Section 2: Room Rental Details

Room Required <i>(Please select)</i>	James Donald Room	Will alcohol be consumed at your event?	Yes
	The Bothy		No

Please note, an alcohol licence may be required and the hirer is responsible for ensuring full compliance in relation to licensing guidelines.

Dates and Times Requested

Day	Start Date	Start Time	End Date	End Time
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday <i>9am - 1pm</i>				
Specific dates let is not required. Eg. Holidays?				
Additional Info/ Set up of space required?				
Costs per attendee (£)	Total Number of attendees			





Bothwell Community Hub

Booking Form

Section 3a : Declaration and Conditions (please answer with yes or no)

1	Are you in possession of current public liability insurance for £5m?	Yes No
2	Do you have relevant qualifications relating to your activity?	Yes No
3	Do you possess relevant copyright licences for your activity under the Copyright, Designs and Patents Act 1988?	Yes No
4	Do you possess relevant licences under The Children (Performances) Regulations 1968?	Yes No
5	Do you have the relevant PAT testing certificates in place for electrical equipment you will be using (if applicable)	Yes No
6	You have read and agree to abide by full Bothwell Community Hub T&Cs	Yes No

Section 3b: Protection of Vulnerable Groups (if applicable)

Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Scheme)	Yes No
Do you provide organised and supervised activities for children less than 16 years of age and/or protected adults?	Yes No
<i>If answered yes above, please answer the following questions:</i>	
Do you know about the PVG Scheme and are you fully aware of the implications for your organisation?	Yes No
Do you know that anyone you recruit to do 'regulated work' (whether paid or unpaid) must not be barred from working with children and/or protected adults?	Yes No
Are you registered with CRBS, Disclosure Scotland or a recognised umbrella body?	Yes No
Are people recruited by you into a regulated work position (paid or unpaid) since 28 February 2011 PVG Scheme members?	Yes No
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?	Yes No
Have your leaders had child protection training?	Yes No
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?	Yes No





Bothwell Community Hub

Booking Form

Section 3C: Declaration Cont.

I declare that the above answers are accurate and accept responsibility for payment of all charges, including damage to property as the result of occupancy of premises. I understand that all activities must be organised in accordance with Bothwell Community Hub's policy and that failure to disclose any relevant information may lead to the let being cancelled or altered and additional charges may be applicable.

By signing this declaration you are confirming you have read, understood and agree to all relevant terms and conditions of let.

Signature

Date





Bothwell Community Hub

Booking Form

Office Use Only - Please Complete for all bookings

Charge Category of Let (£/per hour)	Standard	Commercial	Community
Payment	Deposit	Still to Pay	Paid in Full
Booking Agreed	Yes	No	TBC

Staff Member Name

Staff Member Signature

Date

