**A picture containing company name

Description automatically generated The Whiteinch Centre**

**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. | | |
| Are your staff registered under the PVG scheme or do they have disclosures? | | Yes ☐ No ☐ | | |
| Are you: | Statutory ☐agency | | Constituted/unconstituted ☐community group | Commercial organisation ☐ |

**Insurance**

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

|  |  |
| --- | --- |
| Please name your insurer |  |
| Please provide your insurance number |  |

**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. |
| Scottish Charity Number (required for third sector room rates): | | Click or tap here to enter text. | |

**Recurrence:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| One-off Event☐ | Weekly ☐ | Fortnightly ☐ | | Monthly ☐ | Other Click or tap here to enter text. | |
| Please enter date of final session: | | | Click or tap here to enter text. | | | |
| Open-ended booking (no known end date) | | | | | | ☐ |

**Room/s Requested:**

|  |  |
| --- | --- |
| Main Hall (Suitable for physical activities, parties, conferences, events, fayres) | ☐ |
| Conference Room (Seats up to 20, A/V setup & adjoining kitchen, wall mounted 85-inch TV) | ☐ |
| Primrose Room (Seats up to 12, projector, smartboard) | ☐ |
| Community Room (Seats up to 10, wall-mounted TV) | ☐ |

|  |  |
| --- | --- |
| **IF REQUESTING ANOTHER ROOM:** | |
| Boardroom style (long tables & chairs) | ☐ |
| Open floor (chairs & tables cleared) | ☐ |
| Circle (ring of chairs) | ☐ |
| **AV: REQUIREMENTS** | ☐ |
| Laptop & projector/TV | ☐ |
| Smartboard (Primrose Room) | ☐ |
| Flipchart & Markers | ☐ |

|  |  |  |
| --- | --- | --- |
| **IF REQUESTING THE HALL** | | |
| Banquet Style (square tables, 5-8 chairs each) | | ☐ |
| Theatre Style (rowed seating) | | ☐ |
| Fayre Style (stalls lining walls) | | ☐ |
| Dance floor | | ☐ |
| Microphone | | ☐ |
| Projector | | ☐ |
| Urn (please bring tea/coffee supplies) | | ☐ |
| PA System. | | ☐ |
| Number of chairs required |  | |

**Declaration – Conditions of Let**

**Please confirm that your organisation meets the requirements and agrees with the following:**

|  |  |  |
| --- | --- | --- |
| **1** | Are in possession of relevant, up to date qualifications relating to your let activity\* |  |
| **2** | You will be responsible for their own members/client’s behaviour and conduct. |  |
| **3** | You comply with any legislation requirements for their services, activities, events, especially related to the protection of children and vulnerable groups (as defined in the Protection of Vulnerable Groups (PVG) Scheme)\* |  |
| **4** | Are in possession of relevant copyright licences for your activity under the Copyright, Designs and Patents Act 1988\* |  |
| **5** | You have read and agree to abide by the full terms and conditions of let detailed in the code of practice and conditions of hire document/ online page. |  |

\* Please be prepared to provide documentation to TWC staff if asked for

**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.
* In the event of cleaners being called in to clean the building or should any damage occur as a result of your event, the organisation or individual responsible for the booking will be liable for all costs incurred.
* **IF YOU DID NOT REQUEST A SERVICE IN YOUR BOOKING FORM, WE CANNOT PROVIDE IT AT THE TIME OF YOUR EVENT**
* *Please note that bookings are not secure until confirmed in writing by TWC 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 required.**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 a member of TWC’s team:***

*TEL: 0141 950 4434*

*Email: reception@whiteinchcentre.org.uk*

***Otherwise please return this completed form to the TWC team here:***

*Email: booking@whiteinchcentre.org.uk*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hourly rates | | | | |
| Organisation–  Room | Room Size | Third Sector Organisation (SCN required) \* | Private Sector Organisation | Public Sector Organisation |
| The Main Hall | Meters square  209m2. | £20 | £30 | £40 |
| The Conference Room | Meters square  33.23m2. | £20 | £25 | £30 |
| The Primrose Room | Meters square  30.45m2. | £15 | £20 | £25 |
| The Community Room | Meters square  22.65m2. | £10 | £15 | £20 |

* To receive the Third Sector rate a Scottish Charity Number must be provided with all bookings.
* Self-reliant Groups (SRG’s) can access the community room for free. Please see T&C’s for more information.

**The Whiteinch Centre**

**Food and Drink Offerings**

**Food and Drink**

As part of our booking package, we offer a discounted rate on hot drinks and bottled water. Drinks bookings happen using a token system. Please report to reception to collect your booked tokens when signing in. Tokens and bottles bought on the day are charged at £1 per token/bottle.

**Hot Drinks**

|  |  |
| --- | --- |
| **Number of Tokens** | **Cost** |
| 5 Tokens | £4 |
| 10 Tokens | £7 |

* Please note that tokens can only be bought in packs of five or ten to receive the discounted rate.

**Bottled Water**

|  |  |
| --- | --- |
| **Bottles of Water** | **Cost** |
| 5 bottles | £4 |
| 10 bottles | £7 |

* Please note that bottles of water can only be bought in packs of five or ten to receive a discounted rate.