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**BOOKING FORM**

Thank you for choosing Grantown YMCA Community Centre. To make a booking:

* Telephone the Community Centre on 01479 872262 to check availability of your chosen dates.
* Fill in the booking form below with your requirements.
* Return form in one of the following ways:
* **Post:** Centre Co-ordinator, Grantown YMCA Community Centre, 80 High Street, Grantown-on-Spey, PH26 3EL
* **E-mail:** grantowncommunitycentre@gmail.com

|  |  |
| --- | --- |
| Organisation/Group: | Dates required: |
| Telephone: |  |
| Contact Name: | Email |  |
| Invoice Address  |

**Room requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| Room required(\* \*\*) Max. No |  Time required  From Until  |  | Equipment Required (please tick all that apply) |
| Old Library (£15ph) |  |  |  | Flip chart |  |
| Coffee Bar (£15ph) |  |  |  | Digital projector & screen |  |
| Theatre (£15ph) |  |  |  | Internet Access |  |
| Main Hall (£15ph) |  |  |  |  |  |
| TV Lounge (£10ph) |  |  |  | **Cinema** |  |
| Youth Room (£10ph) |  |  |  | Cinema Booking (op) |  |
| Kitchen (£10 per session) |  |  |  | Cinema Booking (w/o op) |  |

\*Long term bookings may attract a discounted rate…

\*\*The Board reserves the right to offer further discounts at their discretion

**Catering requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Time | Requirements (see separate sheet for information on catering ) | Numbers |
| On arrival |  |  |  |
| Morning break |  |  |  |
| Lunch |  |  |  |
| Afternoon break |  |  |  |
| Number of vegetarians |  |
| Any other dietary requirements: |

**TERMS AND CONDITIONS**

**1. Definitions**

**1.1** In this Agreement:-

 “Centre” means Grantown YMCA Community Centre

 “Hirer” means the person firm company or organization named in the Booking Form

“Centre Co-ordinator” means the person holding the position of Co-ordinator of the Centre for the time being or any other person acting under his or her specific authority

“Booking Form” means the document attached hereto setting out the terms of the Booking

“Booking “means the Agreement between the Centre and the Hirer for a specific booking or series of bookings as specified in the Booking Form

“Facilities” means those parts of the Centre to be made available to the Hirer in accordance with the Booking

“Hire Charge” means the total cost payable by the Hirer to the Centre for the use of the Facilities including any additional equipment and catering services provided

“Event” means the activity or if on more than one occasion the activities carried on by the Hirer in the Centre pursuant to the Booking

**1.2**. These Terms and Conditions will form part of the Contract together with any other terms stated in the Booking Form. **Specific attention is drawn to Clause 4 hereof relating to cancellation**

**2. Charges & Payment**

**2.1** The Booking will be only for the space/s or room/s specified in the Booking Form and the Hirer will not be permitted to access any other part of the Centre or use any other Facilities provided by the Centre

**2.2** In the event that after receiving a confirmed Booking the Hirer wishes to hire additional space or Facilities then a separate additional Booking will be required

**2.3** Save where the Booking is for a series of regular weekly Events a Deposit (‘the Preliminary Deposit’) of 10% of the total Hire Charge will be payable when the completed Booking Form is returned to the Centre

**2.4** The balance of the Hire Charge is payable within 14 days of delivery of the final Invoice to the Hirer save in circumstances where the date of the Event is less than 14 days from the date of the Booking Form in which case the total Hire Charge will be payable when the Booking Form is returned to the Centre

**2.5** A further deposit (‘the Security Deposit’) of £50.00 will be payable by the Hirer in addition to and at the same time as the balance of the Hire Charge is paid in accordance with clause 2.4 hereof

**2.6** A charge (‘Penalty Charge’) will be levied in the event of one or more of the following occurring:

 2.6.1 any damage caused to the Centre

2.6.2 any unauthorised use by the Hirer or any person or persons attending the Event of any additional space or Facilities in the Centre other than that provided for in the Booking

2.6.3 any lighting or heating left on in the Centre following conclusion of the Event

2.6.4 the Centre being left in a condition of undue, excessive, unacceptable or noxious mess following conclusion of the Event

2.6.5 the number of people attending the Event exceeds the limit specified for the room space or Facility booked

**2.7** The Penalty Charge shall be deducted from the Security Deposit and any balance shall be repaid to the Hirer by the Centre within 7 days of the conclusion of the Event

**2.8** If the Booking is for a series or a number of separate individual events then the Centre Co-ordinator shall inspect the Centre and the Facilities used by the Hirer after each such separate or individual event and if appropriate deduct the Penalty Charge from the Security Deposit held In the event of such Penalty Charge being levied the Hirer will immediately pay to the Centre such sum as will be required to re-instate the Security Deposit in full

**2.9** Payment of all costs and charges due under this Agreement may be made by cheque payable to ‘TheGrantown YMCA Community Centre’. Payment by BACS is also acceptable provided that a remittance advice which includes details of the relevant Invoice Number is provided by the Hirer

**3. Confirmation by the Hirer**

**3.1** All Bookings are provisional until a completed Booking Form signed for or on behalf of the Hirer together with the Preliminary Deposit or if appropriate the total Hire Charge and the Security Deposit are received by the Centre Co-ordinator and counter-signed on behalf of the Centre

**3.2** On receipt of the documentation and payment referred to in Clause 3.1 above the Facilities and other services will be reserved on behalf of the Hirer

**3.3** Final details of the Event its timings the number of people attending menus and any special requirements must be notified to the Centre Co-ordinator in writing not less than 5 working days prior to the Event

**4. Cancellation**

**4.1** The Hirer may cancel the Booking without charge at any time up to 30 days prior to the date of the Event and in such circumstances the Centre will immediately refund to the Hirer all or any sums paid by the Hirer to the Centre

**4.2** In the event of cancellation by the Hirer less than 30 but more than 7 days prior to the date of the Event the Centre will charge 50 % of the Hire Charge

**4.3** In the event of cancellation by the Hirer less than 7 days prior to the date of the Event the Centre will charge 100 % of the Hire Charge

**4.4** For the purposes of this Agreement any postponement of the Event will be treated as a cancellation thereof

**4.5** In the event of any such cancellation or postponement of the Event the Centre will make all reasonable efforts to re-sell the Facilities and should the Centre be successful in such re-selling then credit will be given to the Hirer for the total Hire Charge received for such re-sold event when calculating the sums, if any, due from the Hirer in accordance with Clauses 4.2 and 4.3 hereof.

**4.6** The Centre reserves the right to make amendments to the booking and to offer alternative facilities without prior notice any such alteration or amendment to the booking will not relieve the Hirer of the obligation to make payment of the hire charge.

**5.** **Indemnity**

**5.1**. The Hirer agrees to pay all or any loss suffered or liability incurred by the Centre as a result of the actions of the Hirer or any person or persons attending the event. And further agrees to indemnify the Centre against all losses, costs, charges, expenses, fines and impositions however incurred by the Centre as a result of the actions, neglect, negligence or omission of the Hirer or any person or persons attending the event which shall include but shall not be limited to the amount of the security deposit.

**5.2.** In the event that any damage to the Centre however caused by the Hirer or any person or persons attending the event results in the Centre or any facilities being unavailable for hire until all necessary repairs have been carried out the Hirer will pay the Centre in full for all or any loss of revenue or income for such period until the Centre and the facilities become available for hire.

**6. Miscellaneous**

**6.1**. The Hirer will have sole responsibility for the administration and organisation of the Event subject to the Centre’s overall administration of the Centre.

**6.2** **By signing this Booking Form the Hirer hereby acknowledges and confirms the following:**

**6.2.1 that they have in place as at the date of the Booking a valid Public Liability Third Party and/or appropriate Policy of Insurance;**

**6.2.2 that they have in place as at the date of the Booking a substantive Safeguarding Policy and that a copy of the same will be made available to the Centre on request;**

**6.2.3 that all Leaders and persons responsible for conducting the activities carried out during the Booking have where appropriate been fully Disclosed**

**6.3.** The Centre shall be vacated immediately at the end of the Event and the Centre will not accept responsibility for any property remaining in the Centre at the end of the Event.

**6.4**. The Hirer is responsible for ensuring that the Facilities are left in the condition they were in at the beginning of the Event all lights and other electrical equipment are switched off and the doors locked.#

**6.5** The Hirer will be responsible for providing all cleaning materials and equipment

**6.6**. The Hirer will dispose of all general waste and recycling into the outside bins as appropriate.

**6.7.** The Centre accepts no responsibility for any technical difficulties with any audio visual equipment brought into the Centre by the Hirer and the Hirer shall be responsible for the insurance and proper functioning of any equipment brought into the Centre in respect of all of which there must be an up to date PAT test.

**6.8.** The Hirer will not permit smoking by any person within the Centre.

**6.9**. The Hirer will not fix any items by any medium whatsoever to the walls floors or ceiling.

**6.10** The Hirer and all persons attending the Event are required to comply with all statutory health safety and fire regulations and with any general instructions issued.

**6.11.** The Centre will accept no responsibility or liability for the loss of or damage to personal effects belonging to the Hirer or any person or persons attending the Event.

**6.12.** The Hirer will not allow any gambling at the Event unless specifically authorised by the Centre Co-ordinator in advance and except in accordance with the Betting Gaming and Lotteries legislation.

**6.13**. The Hirer will not sell alcoholic beverages during the event unless the appropriate licence has been obtained and a copy provided to the Centre Co-ordinator.

**6.14.** The Hirer will not do anything to prejudice any entertainment licence in relation to the Centre

**6**.**15** The Centre reserves the right to revise alter or amend these terms and Conditions from time to time and if appropriate will advise the Hirer of any such revision alteration or amendment within a reasonable time of their being made

**7. Force Majeure**

 If the Event cannot be held because of the inability of the Centre to make the Centre available due to any cause beyond its control the Centre will make a full refund to the Hirer of all monies paid but will not be liability for any loss whether direct or indirect suffered by the Hirer as a result of the cancellation of the Booking.

**PLEASE SIGN TWO COPIES AND RETURN THEM TO THE CENTRE TOGETHER WITH THE PRELIMINARY DEPOSIT**

 I/We agree to the Terms & Conditions set out above

**SIGNED** by the Hirer (if signing on behalf of a firm company or organization please state position)

Signature ………………………………………………………

Position…………………………………………………… Date……………………………….

**SIGNED** on behalf of the Centre

……………………………………………………………………..

Position………………………………………………….. Date……………………………………

Grantown YMCA Community Centre

80 High Street

Grantown-on-Spey

PH26 3EL

Registered Scottish Charity No. SC022363