

Hire of Venue & Facilities Form

Any one wishing to hire venue & facilities on behalf of an organisation or for their own private use, should complete this form in PRINT CAPITALS and return it signed to:

**Forgewood Community Centre
Dinmont Crescent, MOTHERWELL, ML1 3TT**

**Email: enquiries@forgewoodcoop.org.uk
Fax: 01698 263399**

This booking remains unconfirmed until this form is completed and signed by or on behalf of the hirer and returned to Forgewood Community Centre. An acknowledgement confirmation will be sent to the hirer preferable by email. Standard terms and conditions of hire are included in this form.

OFFICE USE ONLY:


Date Booking Form Received: _____

To Be Invoiced for: _____

Booked on SharePoint?: _____

Confirmed with Hirer? : _____

www.forgewood.org

 Forgewood Community Centre

Your Name & Organisation's Name if appropriate:

Your Address:

Number/Building Name:

Street:

Town/City:

Post Code:

Your Invoice Address (if different):

Number/Building Name:

Street:

Town/City:

Post Code:

Your Contact Details:

Contact Name (if appropriate):

Telephone Number:

Mobile Number:

Fax Number:

Email:

Contact will be made preferable by email unless not provided.

Details About Your Event/Meeting:

Date(s):

Times(s):

Is this a regular booking? If yes how regular? (please circle)

Weekly	Monthly	Quarterly	Other
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How many people attending?

Purpose of Event/Meeting?

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Which Room(s) Do You Require?

Booking Forgewood Community Centre benefits from: Disabled & Lift Access, Accessible Toilets & Baby Changing, High-Speed Wi-Fi, Secure Car Parking, Photocopying & Printing Facilities*, Laptop & Projector Available, Speaker & Sound System, Tea & Coffee Facilities* and Concierge Always at Reception. *surcharges may apply

Please tick which room(s) you require:

ROOM	Weekday Rate Per Hour	Weekday Rate Per Hour	Weekend Rate Per Hour	TICK TO BOOK
	<i>Residents, Community & Charities</i>	<i>Self-Employed & Businesses</i>	<i>All Bookings</i>	✓
Room 1 Ground Floor	£12	£14	£16	
Room 2 Ground Floor	£12	£14	£16	
Multi-Purpose Hall Ground Floor	£22	£25	£30	
Café Seating Area & Kitchen Ground Floor	£12	£14	£16	
Board Room 1 st Floor	£12	£14	£16	
Office 3 1 st Floor	£12	£14	£16	

Other Arrangement (confirmed with Co-ordinator):

Do You Require Catering and/or Equipment?

SERVICES	Tea, Coffee & Biscuits £5 Flat Fee	Flip-Chart, Paper & Pens £5 Flat Fee	Speaker, Laptop & Projector FREE*
TICK TO BOOK			

Child Protection Information

Are you an individual or organisation/group working with children under 18 years of age?

Will under 18s be taking part in this events/meeting?

Is your organisation or group registered with Culture NL / NLC's Child Protection database? If Yes, please tell us your registration number:

To request a copy of the Child Protection Policy, in relation to hire, please see reception.

Signature & Agreement

I hereby undertake that the conditions of hire which I have read, will be observed and that I can accept responsibility for meeting the appropriate charges in accordance with the scale of charges determined by Forgewood Community Centre and as applicable on date of hire, I understood the cancellation of a booking or change of date will result in a cancellation fee as per the conditions of let attached.

Signature: _____

Print Name: _____

Date: _____

This form can be submitted by hand, post, fax and/or email:

Forgewood Community Centre
Dinmont Crescent, MOTHERWELL, ML1 3TT
Email: enquiries@forgewoodcoop.org.uk
Fax: 01698 263399

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PAYMENT & DISCOUNTS

Invoices will be generated by the Finance Assistant at the end of each month. Payment will be expected within 30 days and preferably by BACS transfer. Unless otherwise stated the above charges include the cost of electricity, heating, cleaning, unlocking and locking the room. Discounts will be available for block bookings of 4 sessions or more.

USE OF PREMISES

Must be confined to the uses set out in the booking form. ForgeWood Community Centre has a no alcohol policy. Gambling is not permitted, all venues are non smoking and smoking on site is only allowed in designated areas. It is against the law to smoke inside a public building. Health and Safety should be adhered to at all times.

CANCELLATION

If less than seven (7 days) notice of cancellation is given the Hirer may be liable for 100% of the hire charges. ForgeWood Community Centre reserve the right to cancel a booking for any reason and at any time before the event which may be out of its control.

PUBLIC LIABILITY INSURANCE

ForgeWood Community Centre may require evidence of Public Liability Insurance in the name of the Hirer. If requested, a current copy of your Public Liability Insurance Certificate must be supplied with your booking form. You are responsible for the safety of people entering and inside the building. We strongly advise that you carry out a risk assessment relating to your activity and take out liability insurance cover. Please note that you and / or individual members of your group / party (Management Committee / Board if applicable) are personally liable for the safety of the people attending your event / meeting.

ENTERTAINMENT EQUIPMENT

Bouncy castles / inflatables and smoke machines are not permitted in any of our rooms. However, they are allowed to be erected outside but are not covered by ForgeWood Community Centre's insurance in any way. Please enquire at ForgeWood Community Centre for more information.

DAMAGE AND BREAKAGES

Must be reported to ForgeWood Community Centre within 24 hours. Hirers undertake to indemnify ForgeWood Community Centre for any damage – however caused – arising during or in respect of the period of Hire.

CLEANLINESS AND TIDINESS

Hirers are advised that furniture in rooms should be left in the same format as upon arrival. Rooms and any equipment or appliances used are to be left in safe, clean and tidy condition at all times. Any misuse or costs incurred by ForgeWood Community Centre in rectifying damage or lack of cleaning / tidying will be charged to the Hirer in full.

SAFETY PROCEDURES

Please note the following points to the attention of members of your group / party:

- The location of emergency exits
- Ensure that disabled members are aware of their route of access
- The position of fire alarms and extinguishers
- The location of the nearest telephone or ensure that at least one mobile is left in a mode suitable for making emergency calls and is fully charged
- The location of the First Aid box
- Not to attempt to repair or adjust any electrical or other equipment which is not your own responsibility
- ForgeWood Community Centre needs to be notified of any near miss or accident that happens on its premises, an accident report / record must be completed

FURTHER INFORMATION

The person by whom the form is signed must be over 18 years of age and shall be deemed to be the Hirer. Proof of identity / age may be required. ForgeWood Community Centre reserves the right to refuse any application. The booking will be deemed provisional until confirmed by ForgeWood Community Centre. All bookings are accepted on a first come first served basis. If you require further information please contact Reception or any member of staff.

MANAGEMENT

ForgeWood Community Centre is managed by ForgeWood Housing Co-op Ltd. Registered under the Industrial and Provident Societies Acts No. 2439R(S) and with Scottish Housing Regulator formerly Communities Scotland No. HAC 271. ForgeWood Housing Co-op Ltd is a Registered Scottish Charity (charity number SC045344).