

APPLICATION FOR USE OF BONNYTON COMMUNITY CENTRE

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|-----------------------------------|--------------------|
| 1. Preferred Establishment: | Bonnyton Community |
| 2. Name of Group or Organisation: | |
| 3. Name of Lessee: | |
| Contact Telephone Number: | |
| Contact E-mail Address: | |

| | |
|-------------------------------|--|
| 4. Contact Details: | |
| Invoice to be Sent to: | Let Confirmation to be Sent to: |
| Name: | Name: |
| Address: | Address: |
| Postcode: | Postcode: |

| | | | |
|--|--------------------------|--------------------------|--|
| 5. Type of Let: | | | |
| Regular Let (Please Tick) Specify Day of week | <i>Weekly</i> | <i>Fortnightly</i> | <i>Monthly</i> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Time of let (please include any start & clear up times required) | Start: | | Finish: |
| Letting Sessions: (Please give details of dates required) (See Guidance Note 5) (please include any start & clear up times required) | Day | Start Date of Let | Finish Date of Let |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| One-Off Let (please include any start & clear up times required) | Day | Date | Time |
| | <input type="text"/> | <input type="text"/> | Start: <input type="text"/> Finish: <input type="text"/> |
| Additional Time Required for One-Off Let (See Guidance Note 5) | Day | Date | Time |
| | <input type="text"/> | <input type="text"/> | Start: <input type="text"/> Finish: <input type="text"/> |

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|---------------------------|---|
| 6. Details of Let: | |
| Purpose of Let: | |
| Accommodation Required: | |
| Equipment Required: | Please specify below the layout of room, if required: |
| No of Tables: | <input type="text"/> |
| No of Chairs: | <input type="text"/> |

| | | | |
|--|----------------------|-----------------------|----------------------|
| 7. Group Composition (Max Numbers) & Child Protection Policy: | | | |
| Children Under 12 | <input type="text"/> | Young People Under 18 | <input type="text"/> |
| Adults | <input type="text"/> | Vulnerable Adults | <input type="text"/> |

If your group consists of Children or young people under 18, your Group must have a Childrens' Protection Policy. All leaders, coaches, helpers and employees who have regular access and/or hold a child care position must be checked with Disclosure Scotland (See Guidance Note 7).

8. Qualifications:

Sports Instructors must have relevant and valid Governing Body qualifications/affiliations, and adhere to any specified ratios for the activity.

Where water based activities are being undertaken, a minimum of two qualified lifeguards must be present at the poolside at all times. Lifeguard qualifications must be verified at any Community Learning & Development office prior to any let of swimming pools being approved.

9. Health & Safety – Fire Warden:

Name of Nominated Fire Warden: (See Guidance Note 9 for further information)

10. Disability:

Do you have any special requirements relating to the needs of any members of your group with a disability?

Yes No

11. Portable Appliances:

Do you intend to bring in any electrical equipment?
e.g. Disco Equipment, Spotlights, etc.

Yes No

If yes, see Guidance Note 11 for further information

12. Are you supplying alcohol at this let?

Yes No

If yes, a liquor licence may be required. Please contact the Clerk to the Licensing Board for further advice. (See Guidance Note 12 for further information)

13. Declaration – Groups/Organisations:

I hereby make application for the use of the specified accommodation and if granted agree to accept and abide by the conditions of let and guidance notes

Signature: _____

Date: _____

14. Declaration – Individuals who deliver services in their own right:

I hereby make application for the use of the specified accommodation and if granted agree to accept and abide by the conditions of let and guidance notes. Having made all appropriate enquiries concerning if I could register with an umbrella organisation who could obtain disclosures on me, I confirm that as a sole operator/trader I am unable to obtain an enhanced disclosure in terms of the Police Act 1997 and that I have no employees paid or otherwise, and therefore will not ask any other person to act on my behalf. I also confirm that I am not listed on the Disqualified from Working with Children List established under the Protection of Children (Scotland) Act 2003 or in the equivalent list kept for England, Wales or Northern Ireland.

Signature: _____

Date: _____

OFFICE USE ONLY

This let has been granted. The Charge is detailed below: Separate charges may be levied by Onsite Services when kitchen facilities are used.

Cat No.

| | | | |
|----------------|----------------------|------------------|----------------------|
| Cost per hour: | <input type="text"/> | Number of hours: | <input type="text"/> |
| Cost per hour: | <input type="text"/> | Number of hours: | <input type="text"/> |
| Total Cost | <input type="text"/> | | |

Lifeguards Qualification Verified: Team Leader: _____ Date: _____

Letter of permission to apply for a liquor licence received from CLAD HQ: Date: _____

Internal Recharge Code (Please Specify): /

Signature: _____

Date: _____

**BONNYTON
COMMUNITY CENTRE
51 Garrier Place,
Bonnyton, Kilmarnock
KA1 2NG**

We would like to inform you that we have recently signed our asset transfer with E Ayrshire Council and would be glad to have a meeting with you to answer questions that you have.

We will be running the Centre as of 1st April 2017 with volunteers and we hope can all work together to make the lets run smooth. We hope you can keep informed of holiday periods you will not be using the let you have and give us hours notice if you need to cancel your let. We realise that emergencies crop up please call us or you may have to pay your let as normal.

We would like to make you aware that you are responsible for your equipment and it is your responsibility to put this past when you finish your let. We hope you will leave all rooms the way you find them.

We as a business now would like to keep the high standards going if there is a problem we hope you will take this to whoever is taking care of the Centre at the time.

As the hall is still property of East Ayrshire Council we will still have to abide by Health and Safety Fire Regulation rules and this will be incorporated into your let also.

We hope we can all work in partnership for a smooth running business.

We will get you to fill in new let forms and explain about your times e.g. if you fill in start at 3pm then the volunteer will open the hall 15 minutes beforehand to do a safety check before your let. Your let will only start the time you put on the form. You need to amend your form at any time you can tell whoever is on in the Centre. You must put a set up time and clear up time and you will be billed for the time of your let.

As you will be aware we are all volunteers and will only be at the Centre 15 minutes before and after let times. If you go over your time you will be billed for the time used.

Yours faithfully

Bonnyton Community Association

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COMMUNITY CENTRE
51 Garrier Place,
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MOB. 07773647601