**BOOKING FORM**

Thank you for choosing Dingwall Community Centre. To make a booking please phone or email the Community Centre to check availability of your chosen dates.

Fill in the booking form below with your requirements and return form in one of the following ways:

* **Post:** Dingwall Community Centre, Old Academy Buildings, Tulloch Street, Dingwall, IV15 9JZ.
* **E-mail:** dingwallcc@googlemail.com

|  |  |
| --- | --- |
| Organisation/Group & Address: | Dates required (bulk bookings list on last page)  |
| Telephone: |  |
| Contact Name:  | Email |  |
| Invoice Address/Email:  |
| Are you a registered charity? Yes:  | Charity Number:(If applicable) |
| Are you a key holder? Yes: No: | Which keys do you hold? |

**Room requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| Room requiredRefer to floor plan | Time requiredFrom - Until |  | Equipment Required (please tick all that apply) |
| Main Hall |  |  |  | Flip chart |  |
| Games Room  |  |  |  | Projector & screen |  |
| Coffee Room |  |  |  | Internet Access |  |
| Wee End Room |  |  |  |  |  |
|  |  |  |  |  |  |
| Specify room layout:  |

I have read and agree to abide by the conditions of use:

Signed Dated:

If signing on behalf of an organisation, please make all users aware of the conditions of let.

**Dingwall Community Centre Terms and Conditions: Room Hire**

**Dingwall Community Centre is a registered Scottish Charity No. (SC021857) and is governed by a voluntary Board of Directors.**

1. **Definitions**

These Terms & Conditions will form part of the Contract, together with any other terms stated in the booking form. We would like to draw your attention specifically to Clause 4 of these terms relating to cancellation by the Client.

1. **Charges and payments**

 Charge rates are detailed on our website and can be requested with the booking form.

Payment is due within 14 days following the date of invoice.

Cheques should be made payable to ‘Dingwall Community Centre. Payment by BACS is also acceptable, please include the invoice number on the back of the cheque and in the BACS payment.

 Please note we do not charge VAT.

1. **Confirmation by the Client**

All bookings are provisional until the booking form is signed, and confirmation is returned by the Centre. Once the booking is confirmed all such facilities and services reserved on your behalf will be subject to the terms and conditions stated here.

Numbers must be identified on the booking form. Final timings and any special requests must be confirmed to the Centre several days prior to arrival. The balance of the charge and additional costs incurred at the event will be invoiced after the event and payable strictly within 14 days.

1. **Cancellation**

We understand that cancellations may happen due to unforeseen circumstances. If an event is not cancelled within 7 days of the event, the full amount for the booking will still be charged.

If cancellations are due to extreme weather conditions, either the Centre being closed or customers not being able to travel to the Centre, no charge will be made for these bookings.

1. **Amendments or Cancellation by the Venue**

Should the Hirer make significant changes to the programme or the expected number of guests, this may result in amendments in the applicable rates and/or facilities offered by the Centre.

 Should a conflict of interest arise, we reserve the right to cancel the booking.

1. **Liability**

The Hirer will have sole responsibility for the administration and organisation of their event.

The Hirer is advised to obtain insurance against all losses or liabilities. Any loss of revenue, caused by damage by the Hirer, which prevents facilities and services being used will be charged accordingly.

 The Hirer will be responsible for insurance of any equipment brought into the Centre.

 The Hire of the Centre is not transferable by the Hirer without written consent from the Centre Coordinator.

 The Hirer will not allow any gambling at the event unless specifically previously authorised by the Centre

 Coordinator, and in accordance with the Betting, Gaming and Lotteries legislation.

 The Hirer will not do anything that could prejudice any entertainment licence having effect with respect to the

 centre.

 Keyholders are responsible for the security of the keys in their care. The Main Door must never be left unlocked

 when the building is empty.

 Hirers are responsible for ensuring the facilities used are left clean and equipment is

 cleaned down at the end of their hire. If using the refreshment facilities, all work

 surfaces and sinks must be cleaned, and all crockery, cutlery and kitchenware used

 must be washed, dried and put away.

 The Hirer will comply with all current Covid-19 or health guidance applying to their event and any safety measures

 put in place by the centre.

1. **Health & Safety**

Hirers must adhere to Fire Safety Regulations within the centre. Fire Exits must always be kept accessible.

The use of candles is not permitted.

The centre operates a no smoking policy. This includes the use of e cigarettes/vapes.

 The Hirer will comply with all current Covid-19 and health guidance applying to their event and any safety measures

 put in place by the centre.

**Force Majeure**

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

*We may take the opportunity to update our terms and conditions from time to time. It is the customer’s responsibility to check any updates. Updated terms and conditions can be obtained through the Centre office.*

**Please sign two copies and return one to the Centre to confirm your booking along with the booking form**

Name of event …………

I agree to the terms and conditions as set out above. I confirm that the details shown above are correct and affirm that I/we will comply with the payment instruction.

**Signature for Hirer** (if signing for a company or organisation, state your position)

Signature ……l…………………………………………

Position ... ……………………………………………. Date

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| Date | Room | Hours |
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