

Facilities Booking

Application Form

2019 – 2020



Section 1 – to be completed by all

Name of Club/Organisation/Applicant _____

Name and address of Applicant _____

Postcode _____

Telephone _____ Mobile _____ Work _____

Email _____

Is this an instructed activity? Yes No

If the activity is supervised or instructed by a tutor(s) or coach(es), that is/are not the applicant, please provide the details below:-

Name _____ Name _____

Mobile No. _____ Mobile no. _____

Email _____ Email _____

Section 2 – to be completed by all

Name of Venue you want to hire _____

(Please refer to Available Venues sheet on website –link to site here)

What is the nature of your application? *(tick as appropriate)*

Single Use Booking Block Booking

Purpose of Use/Activity (if not listed below please state) _____

Fitness Class (Yoga/Zumba etc)	Charity/Community Events (Blood Donation, Fundraising etc)
Creative Arts (Music, Crafts, Art)	Concerts/Dramatizations
Workshop/Instruction	Uniformed Groups (Brownies, Guides, Scouts etc)
Commercial Activities	Team Sports (Football, Rugby, Hockey, Badminton etc)
Meetings Conferences	Celebrations (Discos, Weddings, Ceilidhs)
Youth Activities	Highland Instrumental Activity

Section 3 – only complete this section if you have ticked 'Yes' to Single Use Booking in Section 2

Single Use Booking

Day & Date Required _____

Time(s) Required _____

Section 4 - only complete this section if you have ticked 'Yes' to Block Booking in Section 2

Block Booking

QTR 1 - 1 April 2019 – 30 June 2019	QTR 2 – 1 July 2019 – 30 September 2019
Date(s)	Date(s)
Day(s)	Day(s)
Time(s)	Time(s)
QTR 3 – 1 October 2019 – 20 December 2019	QTR 4 – 6 January 2020 – 31 March 2020
Date(s)	Date(s)
Day(s)	Day(s)
Time(s)	Time(s)

Do you require this let during school holidays (tick all required)

Summer hols (5th Jul – 19th Aug)
 Sept inset days (16th – 17th Sep)
 Oct hols (12th – 25th Oct)
 Feb hols and inset (17th – 19th Feb)
 Easter hols (28th Mar – 13th Apr)

N.B. Venues are not available for lets during **Christmas Holidays, Good Friday and Easter Monday and Mayday.**

Section 5 – to be completed by all

Facilities Required (please enter required number of rooms etc)

Sports Facilities Games Hall _____ Small Hall _____ Dance Studio _____
 Synthetic Pitch _____ Grass Pitch _____ Changing Rooms _____
 Lighting _____ Classroom _____
 Other Sports Facilities (please specify) _____
 Additional Requirements (eg equipment etc) _____

Non Sports Facilities General Classroom _____ Theatre _____ Music Rooms _____
 Community Room _____ Small Hall _____ Conference Room _____
 Other Rooms (please specify) _____
 Add Requirements (eg room layouts, projectors, ICT equipment – subject to availability) _____

Section 6 – to be completed by all

Estimated no. of participants attending: Over 60s _____ Adults _____ Under 18/Student _____

Please enter the charge levied upon each participant (complete as appropriate)

Per event _____ Per session _____ Per annum _____ Membership fee _____

Section 7 – to be completed by all

Child Protection

All organisations/individuals providing activities/services that children “protected adults” or adults who may be at risk are required to have read and can confirm that they comply with “Child & Adult Protection Guidance for Community Groups”. Please note this guidance also applies to self-employed individuals providing activities for these groups http://www.forhighlandschildren.org/2-childprotection/publications_56_2123070761.doc

All applicants must complete the statements/questions below as compliance will be audited.

Our/my activities involve working with these groups and we/I have read and comply with the relevant guidance. We / I agree

Our/my activities do not involve working with these groups. We / I agree

Do all individual/s (tutors/instructors/supervisors) doing regulated work with children or adults who may be at risk have PVG Scheme Membership? Yes No

If yes has/have any individual(s) had any charges pending since receiving their PVG membership? Yes No
If yes, please provide details:- _____

Does the Club/Organisation/Applicant have a safeguarding policy for vulnerable adults and/or young people under the age of 18 years of age? (if yes, please provide a copy with your booking form) Yes No

If you are a sports club or organisation, do you hold a National Governing Body Accreditation award? Yes No
If yes, please provide details: _____

Does the person in charge of the hire hold a valid Tutor/Leader Qualification Cert.? Yes No
If yes, please provide details: _____

Section 8 – to be completed by all

PAT(Portable Appliance Testing)

Do you plan to bring your own electrical equipment? Yes No
Do you hold a valid PAT Certificate? Yes No

(information on PAT certification can be obtained from the British Standards Institute)

Section 9 – to be completed by all

Name and Address for Invoicing _____
(if different from applicant)
Postcode _____
Telephone Number Home _____ Mobile _____
Email address _____

Section 10 – Declaration by Hirer

Declaration:

By submitting this form, I/we accept all the Terms & Conditions of hire and authorise the use of my personal information for the above stated purpose. I understand that Highland Council may require written evidence of any documentation that may be required at any time and failure to provide it will lead to the Let being cancelled.

Signed: _____ **Date:** _____

VAT EXEMPTION FORM – to be completed if applicable

IMPORTANT – If you choose the VAT exemption route it will mean that bookings cannot be cancelled and all bookings of 10 or more must be paid for. This will be monitored in terms of compliance through the council.

Definitions

Standard rated means that VAT has to be added to the hire charge. Which is subject to change at anytime as UK law dictates.

VAT exempt means that VAT does not apply to the charge..

Eligible Body

To be considered as an eligible body you must be:

- Non-profit-making
- A school, club, association, or organisation representing affiliated clubs/constituent associations (e.g. a league)
- Have in their constitution restrictions preventing the distribution of any profits except to other non-profit-making bodies or on winding up
- Do not have any paid officers or paid connected officers

It is up to the hirer to prove that the club or association is an eligible body before the “exemption “ can be applied. A copy of your articles/memorandum or constitution must be provided for the Facilities Booking Team to keep on record. A letter confirming you meet the requirements is not sufficient.

Exemption

To qualify for the exemption **ALL** the criteria listed below must apply to your let (*please tick*)

- The series consists of 10 or more lets booked in advance
- The series of lets must be to a school, club, association, or organisation **representing affiliated clubs/constituent associations (e.g. a league)**
- Each let in the series must be for the same type of activity at the same location, although different pitches, courts etc. at the site are allowable
- The interval between each let must be at least one day and no more than 14 days. The dates should be set at the time of booking. The duration of the sessions may be varied. There is no exemption for intervals greater than 14 days through the closure of the facility for any reason..
- Payment is made by reference to the whole series and this is evidenced by written agreement. This must include evidence that payment is to be made in full whether or not the right to use the facility for any specific session is actually exercised. Provision for a refund given by the provider in the event of the unforeseen non –availability of their facility would not affect this condition. The only exemption to this is where it is unavailable due to unforeseeable circumstances – this includes adverse weather or vandalism, excludes use for meetings etc.
- The hirer has exclusive use of the facilities booked during the periods of hire.

If any of the criteria are not met, then the entire series becomes taxable.

It is important to note that the regulations are clear that if the series of lets is broken by the hirer, for whatever reason, all or part of the series may become subject to VAT which the hirer will be obliged to pay.

Declaration

I understand that unless the Facilities Booking Team receives evidence confirming your status as an eligible body then VAT will have to be applied to all subsequent lets.

Signed: _____

Date _____

School Kitchen/Dining Room

Booking

Application Form



Section 1 – to be completed by all

Name of Club/Organisation/Applicant _____

Name and address of Applicant _____

Postcode

Telephone _____ Mobile _____ Work _____

Email _____

Section 2 – to be completed by all

When do you require the Let

Venue _____

Day & Date required _____

Time(s) required _____

Purpose of the Let _____

What do you require

Tea/Coffee making facilities only (access to hot water & sink for handwashing crockery)

Dining Room only (access to table & chairs - no kitchen access)

Full Kitchen use (for preparing, cooking or heating food). Please specify below what is required.

Please note, bringing food & drink onto Highland Council premises is restricted without prior agreement with Catering Staff.

Do you require use of the dishwasher? Yes No

If the use of any Highland Council Catering Service cooking, dishwashing or refrigeration equipment is required by the Hirer, a member of Highland Council Catering Staff **must** be in attendance for supervision, where there will be an hourly charge applied. Where only tea and coffee making facilities are required, Highland Council Catering Staff do not require to be in attendance.

If you require the use of any catering equipment, please specify below. Please note items are dependent on availability and are not available in all schools. Availability and charges will be confirmed once the Let has been approved.

Item	No. required	Item	No. required	Item	No. required	Item	No. required
Hot water Urn		Side plates		Sugar bowls		Water jugs	
Cups		Teaspoons		Tea pots		Tumblers	
Saucers		Milk jugs		Coffee pots			

Other utensils – please specify:- _____

Section 3 – Useful Information

Hospitality Catering

Hospitality Catering can be provided by Highland Council. For further information, sample menus and prices, please contact cl.catering@highland.gov.uk telephone number (01463) 644102.

Crockery and Utensils

Crockery (cups, saucers, side plates etc.), cutlery and utensils may be available for use at some schools; please note this varies from school to school and depends on availability. Requests and charges will be confirmed when the Let has been approved.

All crockery/cutlery items made available must be collected and returned in a clean condition to the kitchen. A charge will be applied if items are returned unwashed and for all breakages and missing items, as below.

Crockery breakages/missing items (each)	£
Cups	£3.75
Saucers	£2.45
Side plates	£2.50
Milk jugs	£5.00
Sugar bowls	£5.00
Teaspoons	£1.00
Items not listed above	Replacement cost of item

Premises

Premises must be left in a clean and hygienic condition, including all floor surfaces. Cleaning equipment and materials will be provided on site. A cleaning charge will be applied if premises are left in an unsatisfactory condition. Any damage to equipment or fixtures/fittings will be charged at the manufacturers repair or full replacement cost.

Charges

Band 1	Highland Council D&I activities, PTA Meetings, School Fundraisers, Highland Councillor Surgeries, Community Councils, Sunday Schools, School Boards
Band 2	Youth Groups, Senior Citizens, Disabled Groups, Playgroups, Feis-Youth, Registered Charities
Band 3	Blood Transfusion Service, Recreational Groups, Religious Groups, Political Groups, Feis-Adult and non-commercially provided instruction

School Kitchen Catering Let	Band 1	Band 2	Band 3
Tea/coffee making facilities only	No charge	£25 single charge	£10 per hour and part hour thereafter
Dining Room/Servery use (no kitchen access)	No charge	No charge Mon-Fri term time up to 10pm Surcharge of £25 per event at weekends & holidays up to 10pm	£10 per hour and part hour thereafter
Kitchen - full use	No charge	£30 for first 4 hours £20 for 4 hour let thereafter	£30 for first 4 hours £10 per hour thereafter
Highland Council Catering Staff per hour* *(enhanced rates will apply for evenings, weekends & holiday periods) Any associated mileage will also be added	* £14.69	* £14.69	* £14.69

Commercial requests

Price on application