Averon Leisure Centre & Library - Facility Hire Form

Sports Hall - Recreation Hall - Dance Studio - Party / Meeting Room

Name of Organisation / Club	
Name of Main Contact	
Address and Postcode	
Telephone Number	
E-mail	
Venue Required	
Details of Hire i.e. activity, class, function, event.	
Dates & Times Required	
Any Other Requirements	

(if there is insufficient space for your dates, please supply these on a separate document)

Please note: All bookings will be confirmed by email unless otherwise requested

PRICE LEVELS

Hire Prices	Community/Private Activities		Semi Commercial	
	Adult	Concession	Adult	Concession
Sportshall	£48.40	£24.20	£63.20	£31.75
Recreation Hall / Dance Studio	£21.80	£10.90	£32.30	£15.15
Party Room / Meeting Room	£17.00	£8.50	£25.90	£12.95

Block Booking Discount is available. Please see Booking Guidelines for information.

Note

Community Activities - not for profit bookings

Semi Commercial Activities - where the income is retained by the bookie

Details of your organisation

Are you a Voluntary Organisation ☐ Semi-Commercial Organisation ☐

Please note, we may require copies of your organisation's constitution or company documents

Name: _____ (please print)

Signature: _____

Terms and Conditions of Booking

* Full terms and conditions are held at the Averon Leisure Centre & Library and are available on request.
* Booking times should include preparation & dismantling of equipment.
* 24 hours notice of cancellation is required, otherwise you may be required to pay full fee.
* We retain the right to cancel any booking for reasons that are out with our control.
* It is your responsibility to evacuate your participants from the building during an emergency/fire.
* Please report all accidents/incidents to the Averon Leisure Centre & Library staff.
* As lettee you are responsible for the proper conduct of your event and for leaving the facility in a clean and tidy condition.

The following documentation may also be required before any activity can take place:

* Child Protection Policy, Insurance Documentation, PVG Scheme (Disclosure),
* Qualification for activity & Permission to Photograph or Film

If you are required to submit any of these documents you will be advised at the time of booking

General Data Protection Regulations

High Life Highland has an obligation to protect your personal data.

To view our High Life Highland Lets Privacy Notice, please visit www.highlifehighland.com/gdpr/privacynotices or to request a copy email DPO@highlifehighland.com or alternatively ask at one of our facilities.

I confirm that I have read and understood the privacy notice and I consent for my information to be processed as described.

Signature: **Date:**

Marketing Preferences

High Life Highland would like to keep you updated with news, updates and special offers!

To view our High Life Highland Marketing Privacy Notice, please visit www.highlifehighland.com/gdpr/privacynotices or to request a copy email DPO@highlifehighland.com or alternatively ask at one of our facilities.

I would like to receive news and updates from High Life Highland via: **Email** ☐ **SMS** ☐ **Post** ☐

Please return the completed form to:

The Manager
Averon Leisure Centre & Library
High Street
Alness
IV17 0QB

Tel: 01349 871751

Email:AveronLeisureCentre@highlifehighland.com

	Signature	Date	Details	Price
Received				
Approved				
Confirmed letter sent				
Entered into Plus2				

Booking Guidelines

Child Protection Policy

* It is a requirement of any group/organisation that has children under 16 or vulnerable adults within that group/ organisation to display the groups/organisations child protection policy in a prominent place within the building for the full time of the booking.

Insurance

* The High Life Highland holds Public Liability cover in the sum of £25,000,000. For the protection of group/organisation members booking the facilities, High Life Highland requires that they should have their own Third Party Public Liability Insurance cover. The recommended cover is £500,000 If a booking is made and insurance cover not held then it is at the lettee's own risk.

Management of Bookings

* As High Life Highland facilities no longer allow bring your own bottle events, any alcohol at the event must be served by a licensed bar.
* If there was to be alcohol at your event we would ask you to provide door security staff who hold a level 2 qualification in door security.
* The Lettee shall employ a sufficient number of doorkeepers/stewards to secure the safety of all persons within the premises as part of their let. A ratio of 1 to every 50 is advised.
* As lettee, you will be held responsible for the cost of any damage occurring during your let.
* The staff may stop your event and ask you to leave the facility at any time if they feel that it is getting unruly and causing danger to the public and themselves.
* All cash bookings must be paid for before you enter the booked area.
* Any external equipment that is brought into the facility must be "fit for purpose".

Fire Precautions

* Please ensure that fire exits or corridors (if applicable) are not blocked during the booking.
* Facility staff will carry out an induction on Fire Safety Procedures and show Lettees where on the premises the Fire Register is located, to ensure that the Lettee's are aware of Fire Regulations relating to the premises.

Accidents During Bookings

* If a member of your group suffers an injury, irrespective of how slight, during your booking, this should be reported to a member of staff and the appropriate documentation will need to be completed.

Cleanliness

* Liquid spillages MUST be cleaned up immediately to ensure no damage to flooring. Do not use any cleaning fluids/detergents on the floor, furnishings or equipment as this may cause damage. The Lettee's shall be responsible for any damages.
* It is High Life Highland policy that the venue/facility is clean and tidy for your booking, there are procedures in place that the staff have to follow. If you find that on arrival the facility is not up to standard, please feel free to notify a member of staff.
* Please dispose of your rubbish appropriately and recycle where possible.

Block Booking Discount

The Discount that may be available is Gross price divided by 1.2 & applies if you meet ALL the following criteria:

1. The booking consists of 10 or more sessions.
2. Each session is for the same sport or activity.
3. Each session is in the same place, although different pitches/courts/lanes is acceptable.
4. The interval between each session is at least 1 day but no more than 14 days. The duration of the sessions may be varied however there is no exception for intervals greater than 14 days except through the closure of the facility for any reason.
5. The series is to be paid for as a whole and there is written evidence to the fact. 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.
6. The facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations, such as a local league.
7. The person to whom the facilities are let has exclusive use of them during this session.