

Averon Leisure Centre & Library

Room and Facilities Booking Form 22-23



Please note invoicing can only be done for bookings (individual or a series of bookings) totaling £12.50 or above.

Name of Organisation and contact name or name of Individual, if not an organization.				
Description of nature of booking / type of event.				
Address and post code:				
Contact Telephone:		Mobile:		
Email:				
Invoice Address and post Code (If different from above).				
Method of Payment (Please tick)	Cheque / Cash / Chip n Pin (at time of booking)		Invoice:	

Date(s) Required	From	To

Start Time(s)	Finish Time(s)

Expected Numbers (Approx.)

Facilities Required (Please Tick)	Recreation Hall		Lounge/meeting	
	Games Hall		Party Room/Meeting	
	Dance Studio			

Seating Style	Theatre		Board Room		Other	
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Any equipment required (Please call to check availability for the following)

Tea and Coffee (Please Tick) Price given on application	No		Yes		Time(s)	
Estimated quantity of cups of Coffee/Tea required						
Flip Chart (Paper pad is provided)						
Projector & Screen: You must provide your own HDMI lead (Please indicate if you require audio for the projector)						

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Averon Leisure Centre Price list	Band A Community use		Band B Semi Commercial	
	ADULT	CONC	ADULT	CONC
Sporting Activity				
• Games Hall	£50.80	£25.40	£66.40	£33.20
Non-Sporting Activity				
• Games Hall	£42.60	£21.30	£28.35	£14.20
Sporting Activity				
• Recreation Hall/ Dance Studio	£22.90	£11.45	£33.90	£16.95
Non-Sporting Activity				
• Recreation Hall/ Dance Studio	£19.20	£9.60	£28.35	£14.20
Non-Sporting Activity				
• Party Room/ Lounge meeting room	£17.90	£8.95	£27.20	

* **Note - Community Activities** -Prices for sporting, social, political and religious activities and meetings; not for profit instruction, activities, ceilidhs & dances where any fees taken go to voluntary sector clubs; musical competitions; Blood Transfusion Service

Semi commercial Instructed activities of educational or sporting content where the instructor retains the income; elections; unlicensed ceilidhs and dances where individuals retain the income; weddings.

Details of your organisation

Please circle
one

Are you a Voluntary Organisation i.e. Providing not for profit instruction?

Yes

No

Please note we may require copies of your organisations constitution or company documents.

Are you a semi-commercial organisation i.e. where you or others receive an income from the activity?

Yes

No

Terms and conditions of Booking

- All bookings are at the discretion of the Facility Manager
- Full terms and conditions below.

The following documentation **may** be required before any activity can take place (however please submit your booking form as soon as possible to enable times to be verified).

	Date Received		Documentation Received By
Child protection Policy			
Insurance Documentation			
PVG Scheme (Disclosure)			
Qualification for activity			
Permission to Photograph or Film do you wish to use camera or video camera with our premises.	Yes	No	

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Data Protection – the information you have supplied will be used for the purpose(s) for which you have provided it. High Life Highland will also use it to plan improvements and to meet our obligations in delivering services on behalf of The Highland Council. This data will be maintained in accordance with the Data Protection Act 1998 and will not be passed on or sold to any other organisation without your prior approval, unless there is a legal requirement to do so.

High Life Highland would like to send you information about our own products and services and the benefits of being a High Life member by post, telephone, email and SMS. If you agree to being contacted in this way, please tick the relevant boxes.

Post ☐ Phone ☐ Email ☐ SMS ☐

Declaration: I agree to the use of my personal data as detailed above.

Signature: _____ **Date:** _____

Block Booking Discount	Yes	No
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- Booking **times include** preparation and dismantling of equipment.
- Once the booking is confirmed **24hrs** notice of cancellation is required otherwise charges will apply – except where adverse weather affects the area.
- We retain the right to cancel any booking for reasons that are out with of our control.
- Please be aware that we may need to re-locate your activity to an alternative venue – we will endeavour to give customers sufficient warning of any potential change and this will only occur when absolutely necessary and will be kept to an absolute minimum.
- We will confirm your booking in writing.

Signature :

Date:

Please return the completed form to The Manager, Averon Leisure Centre, High Street, Alness or via email to lan.goode@highlifehighland.com

For office use only

Signature	Date	Details	Price
Received:	Other Notes	Block Booking Discount Y / N	Price calculated based on price band and duration/multi session
Approved:			
Confirmed:			
Email sent: By: _____ on Date: _____			
Entered into Plus 2:			
Fire information handed out:			

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The Averon Leisure Centre Alness - Booking Guidelines

Block Bookings

- Are available for club / organisations that wish to hold weekly sessions - they are not open for High life Members wanting a regular / weekly booking under the High life Membership Scheme.
- Block bookings will be taken on the following basis - see details below

Block Booking available From	Block Booking available Until	Forms returned to the Averon leisure Centre - no later than

It is the responsibility of those wishing to have a block booking to return the booking form by the appropriate closing date for bookings – to enable a fair distribution of block booking to a range of customers.

- If you cancel with less than 24hrs notice your Block Booking charges will be applied.
- No person under the age of 16 will be permitted to make a block booking.
- All customers will receive a letter detailing availability of your request.
- The Averon Centre will endeavour to accommodate as many requests as possible but cannot guarantee all requests will be possible to fulfil.
- The Averon Centre management may take bookings out with of these dates - please enquire.
- The Averon Centre will advertise and make all customers aware of the above information

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

- Highlife Highland holds Public Liability cover in the sum of £25,000,000. We strongly recommend that for the protection of group/organisation members booking the facilities 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 this is at the lessee's own risk.

Management of Bookings

- Any suspected member of the public trying to gain entry under the influence of alcohol or drugs will not be allowed entry.
- As lessee 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 booking 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 fire exits, corridors (if applicable) are not blocked during the booking.
- We will provide you with the appropriate fire information

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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 be completed.

Cleanliness

- As lessee you are responsible for the proper conduct of your event / booking and for leaving the facility in a clean and tidy condition. Please note: liquid spillages **MUST** be cleaned up immediately to ensure no damage to flooring High Life staff must be informed.
- 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 your arrival the facility is not up to standard please feel free to notify a member of staff.
- Outdoor shoes must not be worn when using the booked area for a sporting activity.
- Chewing gum being spat onto the floors is unacceptable and will not be tolerated.

Block booking discount

The Block Booking discount applies if you meet **ALL** the following criteria:

The discount that may be available is Gross price divided by 1.2

The series consists of 10 or more sessions

- Each session is for the same sport or activity
- Each session is in the same place, although a different pitch, court or lane, or different number of pitches, courts or lanes is acceptable.
- The interval between each session is at least 1 day but not more than 14 days. The duration of the sessions may be varied; however there is no exception for intervals greater than 14 days through the closure of the facility for any reason
- 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
- The facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations, such as a local league.
- The person to whom the facilities are let has exclusive use of them during the session/s.