

Highland Schools Let Booking Form



**Where Children or Vulnerable People are involved the lessee must have a current Child Protection Policy and appropriate insurance in place. A copy of this policy along with details of the responsible person must be provided prior to any booking.
Lets must be booked giving a minimum of 2 working days prior notice**

School	Portree High School	Submission Date	
Area / Room Number (s) required			
Booker Name		Contact info	
Description of Booking			
Date(s) (inc start & end)			
Times (s)			
Set up required Y / N (Provide details)			
Further details			

Please send this form by email to fingal.centre@highland.gov.uk
Or return to Fingal Centre, Portree High School, Viewfield Road, Portree, Isle of Skye, IV519ET

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:** _____

Àrainn Fhinn – The Fingal Centre

Conditions of Let

1. All applications for hire of The Fingal Centre must be made in writing on forms obtained from the facility. (Email is acceptable) High Life Highland reserves the right to refuse or cancel a let to any person without compensation.
2. Lets must be booked giving a minimum of 2 working days prior notice and details of the facilities required listed on the form.
3. The let will be authorized by the Leisure Manager and will be subject to the charges as set and approved by High Life Highland.
4. Hirers are under no circumstances to sub-let any booking to a third party for a charge or otherwise.
5. Lets include time for setting up of equipment during the start and end of each booking. All groups are asked to co-operate fully in this so that no session overruns.
6. A charge for any additional time as determined by High Life Highland shall be added to the account when rendered.
7. Only those areas for which authority is given may be used as specified on the booking form.
8. Groups must indicate any equipment required on the booking form.
9. Groups will be held responsible for the good conduct of all present during the period of the let in and around the facility.
10. The premises must be left in good order and condition, with all the movable equipment stored correctly. Litter must not be left in and around the complex. The lessee must indemnify High Life Highland where any damage is done to premises, equipment or furniture and any costs of defending same in respect of personal injury, loss of property, infringement of copyright or other matters out of hiring.
11. Smoking is not permitted in any area of the building, grounds or outdoor pitches.
12. Lifeguards will be provided in compliance with the regulations governing Health and Safety in Swimming Pools for any lets in the swimming pool.
13. High Life Highland do not accept any liability with respect to the sale or collection of tickets, the receipts of entrance money or the taking of changes or passes, or with respect to any loss or damage sustained as a result of the activities.
14. All furniture, apparatus or appliances brought or sent to the facility by hirers must be unloaded, placed in position and removed by the hirer or persons employed by the hirer at such time as agreed by the Leisure Manager. No decoration or additions to any part of the building may be made without the previous consent of the Leisure Manager.
15. Sale and/or consumption of alcohol is not permitted in the building or within the grounds without prior consent of the Leisure Manager and strictly within the constraints of licensing laws.
16. High Life Highland reserves the right of entry to its premises at all times for themselves, officers, Police and emergency services.
17. While High Life Highland shall make every endeavor to provide the services specified, they shall not be liable for any breakdown, leakage or accident whatsoever rendering the temporary closing of the premises or any interruption of any engagement either before or during any performance.
18. In the event that the facility is unavailable through the closure of the Centre then High Life Highland may at their discretion make a refund of the hiring charge in whole or part.
19. High Life Highland are responsible for the enforcement of these conditions and are entitled to prevent the use of any appliances or apparatus and to prevent any event, exhibition or performance which they deem to be objectionable or dangerous.
20. Every hirer intending to use microphones, amplifiers, ancillary lighting or any other forms of electrical equipment must ensure that the relevant power supply is suitably protected with a residual current or earth leakage protection device. The equipment must carry a certificate stating that it has undergone Portable Appliance Testing (PAT) by a competent person.
21. In the case of a function of public entertainment a minimum of two stewards must be provided and further stewards provided where required under the terms and conditions of the license.
22. Where Children or Vulnerable People are involved the lessee must have a current Child Protection Policy and appropriate insurance in place. A copy of this policy along with details of the responsible person must be provided prior to any booking. It is imperative that there are enough adults present to be able to supervise children effectively following guidelines as laid down by the Care Commission.
23. Any breach of the conditions of let may prejudice the granting of future lets.
24. High Life Highland reserves the right to amend the Conditions of let at any time.
25. High Life Highland is not responsible for any equipment or valuables left by groups in any part of the premises.
26. It is recommended that each group using the premises makes their own arrangements for the safekeeping of valuables, etc.
27. Cancellation or failure to take up a let will be subject to charge unless a minimum of 1 week's warning on any cancellation is provided to the Leisure Manager in writing.
28. Only Indoor, soft, non-marking soled shoes may be worn in the Games Hall in order to preserve the floor surface – those not in the possession of appropriate footwear will not be allowed to use the facility.
29. The use of metal studs and/or 'blades' is strictly prohibited on the all-weather pitch. Any damaged caused by the group as a result of the use of these will be reimbursed to High Life Highland by the hirer.
30. Food and/or drink are not allowed in the venue, games hall, gymnasium, all weather pitch, multi-court or fitness suite. Participants are permitted to bring sealed water bottles into these areas provided they are only filled with water. Any damage or cleaning costs incurred from the failure to comply with this will be invoiced to the lessee.

Please Note: High Life Highland strongly recommends that for the protection of group members hiring its facilities the group has Public Liability Insurance to cover injury and property damage to third parties as a result of their negligence.

Please ensure that you understand the terms and conditions prior to requesting a let. If you have any questions about these terms and conditions or notes – contact the Leisure Manager prior to signing & submitting your let form.