

Hilton Community Centre

Booking Form 2025/2026



Name of organisation			
Contact Name & Address		Invoice Name & Address (if different from Contact)	
Telephone numbers		Telephone numbers	
Email		Email	

Day required	
Dates – start and end	
Excluded/additional dates (i.e. school holidays/in service days)	
Room/Facility required	
Session start time (including set-up):	
Session finish time (including take down):	
Do you need room set up prior to activity time above	
If yes, equipment required & room layout	
Purpose of Let	

Number of people	Under 18 -	18 & Over -
Is this for vulnerable adults or children / young people **		

Do you give us permission to give out your phone number to customers enquiring about your groups / on our centre marketing?	Yes/No
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BAND (Please Circle)	CHARGES ARE PER HOUR UNLESS OTHERWISE STATED
A	COMMUNITY ACTIVITIES - Sporting, social, political and religious activities and meetings, not for profit instruction, activities, ceilidhs and dances where any fees taken go to voluntary sector clubs, musical competitions, Blood Transfusion Service
B	SEMI – COMMERCIAL - Instructional activities of educational or sporting content where the instructor retains the income, elections, unlicensed ceilidhs and dances where individuals retain the income, weddings.
C	COMMERCIAL - Commercial organisations for profit making activities including instruction, dances, events, sales and spectator events.
Method of Payment - Cash/Invoice	

Terms and conditions of let <ul style="list-style-type: none"> • Booking times must include preparation and dismantling of equipment. • Once the booking is confirmed, 7 days' notice of cancellation is required otherwise charges may apply. • Before we can accept a club booking a child protection policy, relevant teaching qualifications, valid club insurance, first aid certificate, coaches PVG numbers and equipment floor plan (where applicable) must be submitted with the booking sheet. • Each coached session must have a qualified coach and a qualified first aider on site. • High Life Highland reserves the right to cancel your booking at any time. • High Life Highland has the right to amend or add to these conditions of let at any time. • Times include setup and take down therefore staff may clear up lets 5 minutes before the end of the let and take up to 5 minutes to setup at the start of each let.
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General Data Protection Regulations

To view our High Life Highland Privacy Notices, please visit www.highlifehighland.com/gdpr/privacy-notices or to request a printed copy please email DPO@highlifehighland.com.

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

I also confirm I have read the terms of conditions of lets and I agree to adhere by them. I understand that failure to comply with all terms and conditions, or to provide false information on this booking form, will result in termination of my let.

Signed _____

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/privacy-notices or to request a copy email DPO@highlifehighland.com or alternatively ask one of our facilities.

I would like to receive news and updates from High Life Highland via:

Post ☐ Phone ☐ Email ☐ SMS ☐

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hiltoncc@highlifehighland.com

