

James Cameron Community Centre

Booking Form 1st April 2022 to 31st March 2023



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?	
---	--

Please tick which band applies to your booking	
Band A	Community Activities, sport, social, political, religious; Not for profit instruction; Musical competitions, Blood Transfusion Service; Dance practice without instructor; Fund raising
Band B	Semi-Commercial, Instructed activities, educational or sporting content, instructor retains income
Sporting or Non Sporting Activity	

Band and Room Charge	
Method of Payment -	

Terms and conditions of let

- 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 sporting lets 5 minutes before the end of the let and take up to 5 minutes to setup at the start of each let.

James Cameron Community Centre

Booking Form 1st April 2022 to 31st March 2023

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

James Cameron Community Centre, Limetree Avenue, Inverness, IV3 5RH.
01463 718773 jamescameroncc@highlifehighland.com

