



## Raigmore Community Centre

Application for Let of:  
Raigmore Community Centre, 125 Ashton Road, Inverness, IV2 3UY

Contact Name:

Organisation Name:

Contact Address:

Post Code:

Contact Number:

Contact Email Address:

Registered Charity Number (if applicable):

Rooms Requested (if known):

Ashton Room  King Duncan Room  Mackintosh Room  Kitchen

Required Room Set Up: Expected Numbers :-

Theatre  Classroom  Board Room

Other  Please specify:

Block Booking

Single Day Let

Monday  Tuesday  Wednesday  Thursday  Friday  Sat  Sun

Start Date:

End Date:

Frequency: Single Day Let  Weekly  2 Weekly  Monthly

Start Time:

End Time:

Exclusion Dates - Are there any dates that you will not be attending?

Refreshments? Yes  No  Numbers:

Items Requested:

Time Delivered:

Expected Numbers Attending Your Event:	
Overall Numbers:-	
Adults:-	
Vulnerable Adults:-	
Under 16s:-	
<b>A copy of your organisation's child protection/vulnerable adults policy must be attached</b>	

### Details of Let

Description of Event:	Meeting <input type="checkbox"/>	Conference <input type="checkbox"/>	Event <input type="checkbox"/>	Class <input type="checkbox"/>
Other <input type="checkbox"/>	Please Specify:-			
Will Individuals be charged to attend your let:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Is the Lead person required to hold a qualification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Does this person have an up to date PVG record?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Do you currently hold appropriate liability Insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>Evidence of the above will be required before the let can be agreed. Please discuss with Centre Staff.</b>				

### Payment of Let

Start of each session <input type="checkbox"/>	Monthly Invoice <input type="checkbox"/>
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**Terms and Conditions of Let - I confirm I have received a copy of Raigmore Community Centre's terms and conditions of booking, I have read the conditions of booking 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.**

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](http://www.highlifehighland.com/gdpr/privacynotices) or to request a copy email [DPO@highlifehighland.com](mailto:DPO@highlifehighland.com) 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 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](http://www.highlifehighland.com/gdpr/privacynotices) or to request a copy email [DPO@highlifehighland.com](mailto:DPO@highlifehighland.com) or ask at one of our facilities.

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

Post  Email  SMS

### Admin Use Only

Let Cost: £	Equipment Hire: £	Catering Charges: £
Total Cost: £	Invoice <input type="checkbox"/>	On Day <input type="checkbox"/>

Version: April 2023