

Application for Let of: Spectrum Centre, 1 Margaret Street, Inverness, IV1 1LS	
Contact Name:	
Organisation Name:	
Contact Address:	
Post Code:	Contact Number:
Contact Email Address:	
Registered Charity Number (if applicable):	

Rooms Requested (if known):			
Ground Floor			
Theatre/Hall <input type="checkbox"/>	Studio <input type="checkbox"/>	Concourse Room <input type="checkbox"/>	Social Area <input type="checkbox"/>
First Floor (No Lift Access)		Room 3 <input type="checkbox"/>	Room 4 <input type="checkbox"/>
Room 5 <input type="checkbox"/>	Room 6 <input type="checkbox"/>	Room 7 <input type="checkbox"/>	Combined 6 & 7 <input type="checkbox"/>

Required Room Set Up: Expected Numbers :-		
Theatre <input type="checkbox"/>	Classroom <input type="checkbox"/>	Board Room <input type="checkbox"/>
Other <input type="checkbox"/>	Please specify:	

Block Booking <input type="checkbox"/>		Single Day Let <input type="checkbox"/>					
Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	Sat <input type="checkbox"/>	Sun <input type="checkbox"/>	
Start Date:			End Date:				
Frequency:	Single Day Let <input type="checkbox"/>	Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	Monthly <input type="checkbox"/>			
Start Time:			End Time:				

Catering:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Numbers:	
Items Requested:				
Time Delivered:				
Expected Numbers Attending Your Event:				
Overall Numbers:-				
Adults:-				

Vulnerable Adults:-	
Under 16s:-	
A copy of your organisation's child protection/vulnerable adults policy must be attached	

### 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"/>		
Evidence of the above will be required before the let can be agreed. Please discuss with Centre Staff.				

Is the lead person present on day of booking fully aware of:

Spectrum Centre's Fire Evacuation plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Highlife Highland Child Protection Policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Spectrum Centre's Cancellation Policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ALL conditions of let as detailed below?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Payment of Let

Start of each session <input type="checkbox"/>	Monthly Invoice <input type="checkbox"/>	In advance for term <input type="checkbox"/>
All Single Day lets must be paid in full in advance of booked date		

**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: \_\_\_\_\_

***I/We agree to abide by any and all let conditions set by Centre.***

***Signature:-***

***Date:-***

### Admin Use Only

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



## Conditions Of Let

### **PLEASE READ THESE CONDITIONS BEFORE COMPLETING THE BOOKING FORM**

1. The let will be authorised by the Board of Directors and will be subject to charges.
2. All Lets working with children under 16 or vulnerable adults, must have at least 2 adults in charge who have enhanced disclosure checks and a child protection policy. "In the Highlands you must be signed up to the Highland Child Protection Policy in order to use Highland Council premises." Taken from Highland Child Protection Committees document - Child Protection Policies for your Community Group. If on a one to one basis an individual under 16 must be accompanied by a parent or guardian at all times. If applicable, bookings will not be accepted until evidence can be provided. For further guidance on this, please discuss with Facility Manager.
3. You may only use the rooms stipulated & agreed in the terms of your booking form, and must keep an updated register of attendance for evacuation roll call purposes.
4. Persons or organizations, to which the let is granted, will be held responsible for the good conduct of all present during the let.
5. The premises must be left in good order and condition and where appropriate, assistance must be given to the Duty Staff in setting up and clearing away after the let. No litter should be left in and around the building. No food or drink is permitted within the Spectrum Centre, unless specifically bought from the in-house café. Catering arrangements can be pre-booked via the office.
6. Any damage to premises, furniture or equipment must be made good by the party to whom the let is granted.
7. Any additional costs incurred in cleaning or restoring the premises to original condition, which are not allowed for under the let agreement, will be subsequently charged to the let organiser. Any overtime costs incurred by the staff in association with your let will be chargeable.
8. All user groups must report to the Duty Staff member if anyone within their let has special needs and/or is blind. If so the user group must ensure that a dedicated person is allocated to assist in the case of emergency evacuation.
9. Smoking is not permitted in the Spectrum Centre.
10. Any event, at which alcohol is available, will be subject to specific authorization from the Board of Directors, provided a separate written request is made. In the absence of this permission - **NO ALCOHOL WILL BE ALLOWED ON THE PREMISES.**
11. The period of the let must allow time for setting up and clearing away equipment or sets. All lets must vacate the building by 9.30pm Monday to Friday and 4.00pm Saturday, unless an alternative has been agreed in advance. Any delay in vacating the building may incur additional charge.
12. Any Group using the premises and wishing to advertise must do so only with the agreement of the Facility Manager.
13. The Board of Directors will have the right to establish staffing requirements for any event. Any such requirement will be the responsibility of the organising person or group.
14. Cancellation, or failure to take up a let, will be subject to the full charge, unless 3 days prior warning of any such cancellation is provided to the Spectrum Centre.
15. Where catering has been requested, any changes to the order must be submitted to the catering manager with at least 3 days' notice of let date. Failure to do so may result in the change being unable to be provided. In the event of a reduction or cancellation of your catering order, at least 3 days' notice must be given or a fee will still be charged.
16. All lets must be paid in full 7 days in advance of let, unless otherwise agreed with the Board of Directors.
17. If invoicing is agreed under exceptional circumstances, said invoice must be paid within in 31 days of invoice date. Non-payment of invoices will result in further financial penalties and inability to use the facility until payment is received.
18. Addresses entered on booking forms must be complete addresses. No P.O. Box addresses will be accepted.
19. Each group using the Centre must have, and be prepared to submit, a hazard checklist/risk assessment for their group and/or activity.
20. Any breach of the foregoing conditions may prejudice future applications.

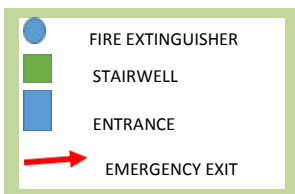
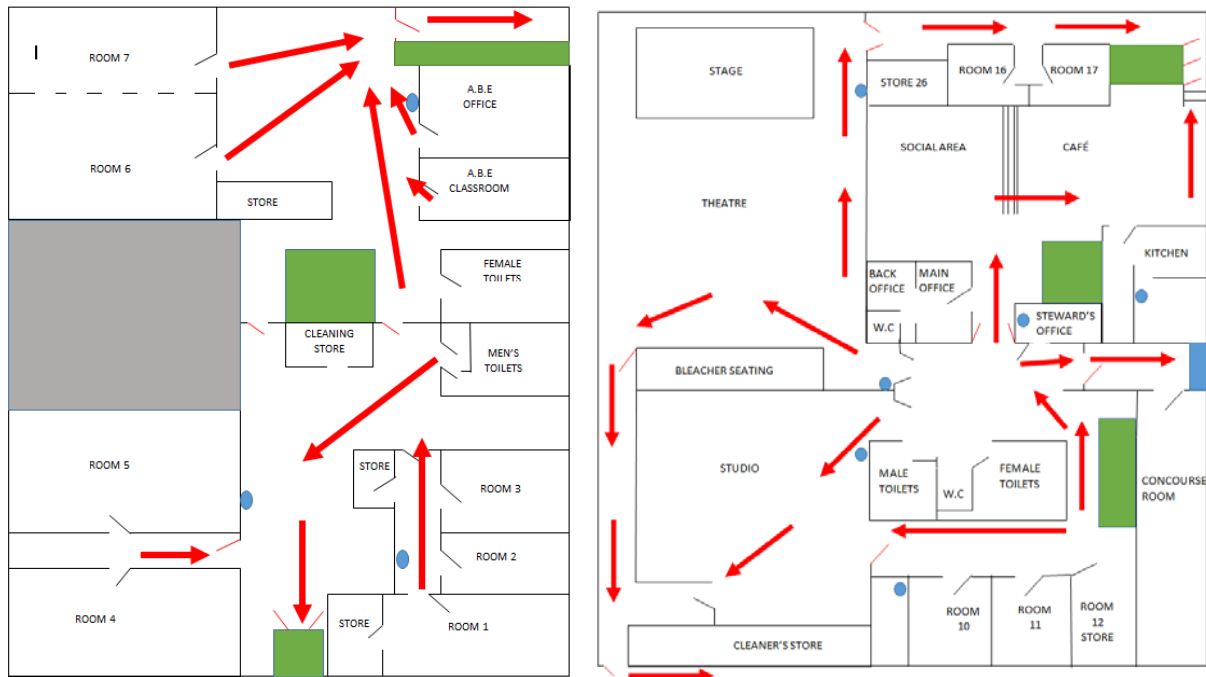
**PLEASE NOTE:** The Spectrum Centre does not provide insurance cover other than Public Liability. The Board of Directors and Highland Council strongly recommends that for the protection of group members hiring its facilities, the group has Public Liability Insurance to cover injury and property damage to third parties as a result of their negligence. The Board of Directors is not responsible for any equipment or valuables left in any part of the premises. It is requested that each organisation take responsibility for the safekeeping of valuables, etc.

## PERMISSION TO PHOTOGRAPH OR FILM

1. For the safety and privacy of users, you must register your wish to use a camera, video camera or mobile phone with camera/videoing facilities within these premises with the Facility Manager.
2. The above may only be used in the room you have hired, no-where else in the centre.
3. Permission from all participants in the group must be sought.
4. If there are children under the age of 16 in the group, written permission to be photographed or recorded must be sought from parents and proof shown to Facility Manager.

## Fire

- ☞ In the event of a fire evacuation, your responsibility as tutor, class or activity leader is to ensure the safe and orderly exit of all those in your group. You must be prepared to hold a roll call in order to account for everyone. **The assembly point is outside the library in Farraline Park, directly opposite the Spectrum Centre.** In the event that this area is unsuitable (e.g. bomb threat), please assemble under the walkway into Rose Street.
- ☞ In order to expedite a safe and orderly exit, you will be shown the nearest fire evacuation route and exit.
- ☞ Please make your group aware of the nearest fire exit and escape route and if possible, have the group walk the route to familiarize them with it.
- ☞ **The fire alarm for this building is a siren.**
- ☞ If you have any questions or queries regarding the fire evacuation procedure, or your responsibilities, please ask a member of staff for assistance.



Spectrum Centre 1 Margaret Street, Inverness IV11LS

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Website [www.spectrumcentre.co.uk](http://www.spectrumcentre.co.uk)

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