|  |  |  |  |
| --- | --- | --- | --- |
|  | **For office use only:** | **Date** | **Initial** |
| Provisional booking taken |  |  |
| Form to be returned by: |  |  |
| Booking confirmed |  |  |
| Deposit paid |  |  |
| Paid in full / invoice raised |  |  |
| Pre booking checklist completed |  |  |
| Stewarding guidelines signed |  |  |
| Conditions of use signed |  |  |
| H&S declaration signed |  |  |

**APPLICATION FOR LET - Room Hire**

**PLEASE READ THE CONDITIONS OF LET BEFORE COMPLETING THIS FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation:** | | | |
| **Name of applicant:** | | | |
| **Address:** | | | |
|  | | **Postcode:** | |
| **Daytime telephone:** | | **Evening telephone:** | |
| **Mobile phone:** | | **Contact email:** | |
| **Day of Let:** Mon / Tue / Wed / Thurs / Fri / Sat / Sun | | **Date or dates of let**  **Date from: Date to:** | |
| **Time from:**  (to include preparation & set up) | **Time to:**  (to include clean up) | | **Estimated numbers attending:** |
| **Rooms required:**  ❒ Upper Hall ❒ Café area ❒ Kitchen ❒ Créche room ❒ Meeting room | | | |
| **Room layout required for training on meetings:**  ❒ Theatre style ❒ Informal circle ❒ Classroom style with tables ❒ Other (please specify) | | | |
| **Equipment required:**  ❒ Microphones (upper hall only) ❒ Piano (upper hall only) ❒ Sports equipment\*    ❒ Flipchart & pens\* ❒ Data projector \* ❒ Keyboard (café area)\*  ❒ Tea & Coffee facilities  \* Additional charges apply. | | | |
| **Named person responsible for the booking whilst using YMCA Edinburgh venue:** | | | |
| **The above named individuals should ensure that the following are strictly adhered to:**   1. **The conditions of let** 2. **The use of equipment conditions** | | | |
| It is the hirer’s responsibility to ensure that the booking times are sufficient for the event planned, including set up and clear away, and that these times are adhered to.  Children under 5 years of age should be accompanied at all times when using the Acorn Centre facilities. | | | |
| **Declaration**  I have read the attached Conditions of Let. I understand that I / my organisation will be invoiced for any damage to YMCA property or equipment resulting from my / our organisation’s let of the premises or from any extra cleaning arising from the let. I / my organisation understands and agrees to comply with the Conditions of Let.  Signed: Date:  On behalf of (organisation or individual): | | | |

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**CONDITIONS OF LET for Events & Meetings at YMCA Edinburgh Acorn Centre**

1. Bookings are only accepted on a provisional basis, until a completed booking form is returned to the YMCA office, a copy issued and initialled as confirmation plus the payment of a non-returnable deposit. Your booking will be held provisionally until the stated return date for the form.
2. For one off bookings, a 50% non-returnable deposit will be payable at the time of confirming the booking. The balance is due on the day of the event, we reserve the right to request payment before the event. Please note that Caretaker Costs will be charged fully in advance, if a Caretaker is required.

For long term bookings a non-returnable deposit of 1 month’s rent in advance is required. Monthly payments will be due on the 1st of every month, in advance. Payment can be made by an organisational cheque made payable to ‘YMCA Edinburgh’ or by bank transfer using your business name as reference – YMCA Edinburgh bank details to be provided.

1. If a booking is cancelled up to 7 days before the booking date, no further charge other than the deposit will be made. If a booking is cancelled less than 7 days before the date, the full charge will apply for one-off bookings.

A month’s notice of cancellation is required for ongoing long-term bookings, failure to give notice will mean that the hirer is liable for payment for the notice period.

1. For birthday parties and other one-off functions, the use of the kitchen is **only** permitted for making hot drinks and serving pre-prepared food. No on-site food preparation is permitted and YMCA Edinburgh takes no responsibility for the food being served. There are no cooling or fridge facilities available for this purpose. The hirer is free to make use of YMCA Edinburgh cutlery and crockery and must ensure that everything is washed, dried and stored away after use. All un-used foods must be disposed of or removed at the end of the party / function.
2. For regular lets which include the use of the kitchen for food preparation, the hirer must read and sign the additional Food Hygiene and Safety policy and adhere to all legal requirements for the storing and preparing of foods and for the recording of temperatures. All responsibility and liability for compliance with Food Hygiene & Food Safety legislation lies with the organisation letting the premises and not with YMCA Edinburgh.
3. If a charity let rate is being applied for, the organisation must provide evidence of its charity status.
4. No electrical equipment can be brought onto the premises for use before it has first been approved by the YMCA Manager and until it has been PET tested. YMCA Edinburgh may charge for items on the premises owned by other organisations requiring an up to date PET test.
5. No alcohol or gambling is permitted on the premises **at any time.** This includes raffles and fundraising events such as race nights.
6. All stewards / supervisors must refrain from consuming alcohol prior to any party / function on the premises.
7. All stewards / supervisors are required to sign a register (kept in the kitchen area) at the beginning and end of the let.
8. Children are not allowed access to the kitchen area.
9. Smoking is not permitted in any part of the building.
10. The number of people attending the function is at the discretion of the YMCA Management.
11. Disturbance to other groups using the Acorn Centre or to local residents and neighbouring businesses should be avoided.
12. YMCA Edinburgh will not be liable for any injury sustained by any person or any loss or damage to property resulting from the let of the centre or equipment.
13. The organisation or individual to whom the facility is let is liable to:
    1. Pay for any damage caused to the premises or fittings during the let.
    2. Pay for any extra cleaning which has to be carried out as a result of the let.
14. Failure to observe and comply with these conditions may result in the let / party or function being cancelled or terminated and, in this event, YMCA Edinburgh will not be liable for any expenses incurred by the lessee.
15. Payment can be made at the time of the booking or alternatively an invoice will be issued within one month of the hire.
16. The agreement of lets is at the discretion of YMCA Edinburgh management and may be withdrawn at any time.

**During booking:**

**It is the responsibility of the named individual to:**

1. Make sure that any spillages or breakages are cleaned up and dealt with as soon as they occur.
2. Ensure that all electrical equipment brought onto the premises has an up to date Portable Electrical Testing label.
3. Keep all fire exits clear.
4. Stay until the end of the function and ensure that people leave the building at the designated end time of the booking.
5. Ensure orderly behaviour of all people attending.
6. Ensure that children do not enter the kitchen area.
7. Ensure that those attending do not tamper with any YMCA Edinburgh equipment or fittings.
8. Leave the hired space in a clean and tidy order.