

BARMULLOCH COMMUNITY DEVELOPMENT COMPANY Ltd (BCDC)

BOOKING FORM – BROOMFIELD ROAD CENTRE

Broomfield Road Centre, 567 Broomfield Road, Glasgow, G21 3HW

All booking forms have full Conditions of Let attached and confirming booking will accept those conditions	
Organisation Name	
Organisation Address	
Contact Name	
Telephone Number	
E-mail Address	
Type of let	
Add a short description of the activity – please advise any holiday period i.e. closed for school summer period :-	

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<i>Hall/Room Name</i>							
<i>Start Time</i>							
<i>End Time</i>							
<i>Start date</i>							
<i>Frequency (weekly / one off)</i>							
<i>Hourly rate quoted</i>							
<i>Total Cost</i>							

Regular let holders will be invoiced by email in arrears at the end of each calendar month or quarterly unless paying by cash weekly using hall let envelopes. One-off lets will be invoiced after the event.

All regular let holders must advise 7 days in advance of any holiday dates or charges may apply. We reserve the right to review any let periods after 3 month use.

BCDC Centre Coordinator (Jacqueline Stewart)
 BCDC Head Office - Barmulloch Residents Centre, 54 Quarrywood Road, Glasgow, G21 3ET

Landline - 01415331056 Out of Hours Mobile - 07598674361
 Email - contact@bcdcglasgow.co.uk

BARMULLOCH COMMUNITY DEVELOPMENT COMPANY

CONDITIONS OF LET

All our premises are managed by a Charitable Company and funded by income from lets, grants and fundraising. We aim to provide premises that are safe, secure, clean, tidy and at a reasonable cost. In order to do this, these Conditions of Let must be adhered to. We reserve the right to change these Conditions of Let at any time. You are expected to check these Conditions from time to time to take notice of any changes. The most recent version of these Conditions of Let are available on our website www.bcdcglasgow.co.uk, by email contact@bcdcglasgow.co.uk or on display in our premises.

1. The person named on the booking form shall be the Hirer and shall be responsible for ensuring Conditions of Let are met and must be in attendance of their let at all times or name a designated responsible person in their absence.
2. We reserve the right to refuse any let or booking we deem to be a breach of these Conditions and will bar any hirer from any future lets if any conditions are breached.
3. Any official representative of BCDC shall, at any time, have access to any part of any building and we have a zero tolerance policy around any verbal or physical abuse of any BCDC representative.
4. Any hirer or tenant of any of our premises must adhere strictly to any rules, regulation, conditions and insurance requirements set out by the BCDC board of directors and any official bodies.
5. All Keyholders are in a trusted position and as such it is the Keyholders responsibility to make sure all windows and doors are secured properly and any intruder alarm is set where appropriate. Keyholders have a responsibility to report immediately if there is a security or safety issue with any building. Keyholders access is by permission only.
6. The main entrance door is the only official entrance and exit point. Fire exit doors must be kept closed at all times and should be opened in emergency situations only.
7. Premises must be returned to their original condition at the end of any let period. All areas used by the hirer must be brushed, cleared of rubbish and spillages and dealt with immediately to prevent injury.
8. CCTV may be in operation at our premises for security purposes where we adhere to the current data protection act.
9. Strictly No Smoking in any building, inside any door or within 6 feet of any door. Please be tidy and use the ash bins.
10. If the fire or intruder alarm is falsely activated during any this will incur an additional charge to the Hirer.
11. We do not allow birthday parties for ages 15 to 26, this includes parties where the majority of attendees will be of this age group. Any event suspected of being for this age group will be ended immediately with no refund given.
12. It is the hirer's responsibility to ensure that anyone consuming alcohol is of appropriate age and that all guests know it is illegal to drink in public spaces, this includes the grounds outside all our premises. This could result in a police fine.
13. Alcohol cannot be sold on any of our premises and must be on a "bring your own bottle" basis at adult parties only.
14. No ball games are allowed inside on the grounds of any of our premises unless permission is granted in advanced.
15. Children are welcome at all events but must be supervised at all times by an appropriate number of adults.
16. The Hirer will be responsible for any security or stewarding required for any event and must control the admission & removal of those attending the hiring and provide a sufficient number of qualified persons to carry out these duties.
17. It is the responsibility of the hirer to arrange their own first aid during their let, if in doubt always call 999.
18. The hirer must make sure anyone supervising children at any let must have appropriate disclosure checks in place.
19. All inflatable play equipment brought onto the premises must have a PIPA certificate, be used according to manufacturer's recommendations and supervised by an appropriate adult. All other play equipment must be checked regularly for wear and tear and any damaged items removed immediately.
20. Maximum occupancy must not be exceeded, these vary and you will be told in advance the maximum for your let.
21. The hirer must adhere to their times of hire and must strictly leave enough time to clear up. The Hirer shall not use the hall or any part thereof for any purpose other than their usual let. A hire cannot be sub-let.
22. If you cancel your booking within the notice period we will refund your full amount minus an appropriate admin fee.
23. Keep fire exits clear at all times and observe any evacuation, safety notices and general notices.
24. The hirer will be responsible for any malicious loss or damage caused during their let and it is the hirer's responsibility to make sure all people attending their let are supervised at all times. Personal items must be stored in a safe place during any let as BCDC cannot be held responsible for any loss or damage either inside or outside any of our premises. All items must be removed after any let and items left will be treated as unwanted and may be disposed of.
25. Please adhere to strictly to your let end time, leaving enough time for the hall to be cleared and be as quiet as possible when leaving the building. BCDC cannot be held responsible for any drinks or food that are disposed of in error.
26. All lets are private and access to any part of any building is by permission only. Please respect all user's privacy.
27. Thermostats will be preset to a minimum of 19°C, to accommodate a range of users and for energy saving purposes.
28. All equipment brought into any premises must be properly maintained and certified.
29. No heating devices, hazardous materials or any naked flames are allowed on any premises including electric heaters.
30. The hirer shall ensure that persons using the premises park safely and do not cause obstruction to roads, access ways, other vehicles or other users. Neighbouring homes will take priority over premises users.
31. Strictly no animals allowed (except guide dogs) unless permission is granted in advance.
32. If you have a complaint, need to report a problem or damage, or any other issues these must be put in writing to the board of directors and sent to 54 Quarrywood Road, G21 3ET or emailed to contact@bcdcglasgow.co.uk. Under no circumstances should any hirer confront any member of staff or volunteer personally.