

Application for Use of Whitburn Community Centre

Booking Form for Sessional / Regular Group Bookings 2026/2027

Please complete this form in **BLOCK CAPITALS** and fill in every section relevant to your booking. Fields marked * are required. A minimum of **21 days' notice** is required for most bookings. Return completed forms to: info@whitburncdt.org.uk

Section 1 — Details of Applicant / Group Leader

To be completed by the person who will receive all correspondence. The person in charge must be over 18 years of age.

Name of Organisation / Group *

Purpose of Let *

e.g. fitness class, art group, children's party, sports club

Name of Applicant / Person in Charge *

Post Held within Organisation

Full Address *

Email Address *

Contact Telephone Number *

Please tick as appropriate:

Is the organisation / group classified as a business?

Yes

No

Will your activity / group be open to the public, or is it a closed group?

Yes

No

Will you be charging people to attend the activity / session?

Yes

No

Is this activity commercial?

i.e. does it generate personal or private financial benefit

Yes

No

Section 2 — Details of Person in Charge on the Day (if different to above)

To be completed by the person who will be present and responsible for the group on the days of let, and for ensuring compliance with the Conditions of Let.

Name

Post Held

Email Address

Contact Telephone Number

Section 3 — Details of Treasurer (if applicable)

To be completed by the person who is to receive invoices.

Treasurer Name / Accounts Department

Email Address

Contact Telephone Number

Section 4 — Accommodation Required

Please indicate which space(s) are required and the start and end times. Times must include any time needed to set up and clear up. **Minimum booking: 1 hour.**

Room / Space	Required?	Start Time	End Time
Sports Hall	<input type="checkbox"/>	_____	_____
Coffee Bar	<input type="checkbox"/>	_____	_____
Assembly Hall	<input type="checkbox"/>	_____	_____
Party Room	<input type="checkbox"/>	_____	_____
Judo Room	<input type="checkbox"/>	_____	_____
Quiet Room	<input type="checkbox"/>	_____	_____
Adult Lounge	<input type="checkbox"/>	_____	_____
GP Room	<input type="checkbox"/>	_____	_____
Craft Room	<input type="checkbox"/>	_____	_____
Soft Play	<input type="checkbox"/>	_____	_____
Gym	<input type="checkbox"/>	_____	_____

Section 5 — Duration of Let

Please state the first and last dates required and the frequency (e.g. weekly). Include time for setting up and clearing up.

Day	Start Date	End Date	Frequency	Breaks (e.g. Easter, Summer)

Section 6 — Licences, Permissions and Other Information

Certificates and licences must be presented to a staff member at least **5 days** before the booking starts. Most licences take up to **35 days** to process — please plan ahead. It is the lead booker's responsibility to ensure all licences are in place.

(a) Will food be prepared on the premises?

A Food Hygiene Certificate is required. Visit westlothian.gov.uk and search 'Food Safety Information'.

Yes No

(b) Are instructional charges made by the user?

For example, fees charged for people to attend a sports club or lesson.

Yes No

(c) Will alcohol be consumed, sold, and/or supplied on the premises?

Requires prior approval and an appropriate licence. Contact WLC Licensing on 01506 281632.

Yes No

(d) Is your group a youth group (age 18 and under)?

Group leaders must hold an up-to-date PVG and comply with current child protection legislation and adult-to-child ratio requirements.

Yes No

(e) Will music be played?

Music must not exceed 85dba. A PPL / PRS Music Licence may be required.

Yes No

(f) Are you selling tickets for your event?

A Public Entertainment Licence may be required. Visit westlothian.gov.uk for guidance.

Yes No

(g) Will any equipment be brought onto the premises by you or a third party?

e.g. inflatables, disco equipment, ice cream machines, electrical items.
Third parties MUST provide Public Liability Insurance and a PAT Certificate for all electrical items prior to the event.

Yes

No

If equipment is supplied by a third party, please provide their details:

Name of Third-Party Company

Third-Party Contact Name and Telephone Number

Section 7 — Room Set-Up Requirements

Approximate number of adults expected

Approximate number of children expected

Number of tables required

Number of chairs required

Any additional resources requested (please specify)

Room Layout

Please describe your preferred layout in words or sketch a diagram below. Note: layout may affect the maximum permitted room capacity.

Room layout description

Section 8 — Heating, Lighting and Hot Water

Building users must take reasonable steps to minimise energy consumption, including: turning off lights and electrical equipment when not in use; keeping windows and doors closed where appropriate to prevent heat loss; and ensuring hot water taps are turned off after use.

Section 9 — Fire Evacuation Procedure

The Fire and Rescue Service no longer automatically attends alarm call-outs to community buildings. Before attending, they require confirmation that there is a fire or signs of fire.

Building address: Whitburn Community Education Centre, Manse Road, Whitburn, Bathgate, EH47 8EZ

Fire Assembly Point: The car park, at the war memorial.

On discovering a fire or signs of fire:

- Immediately **activate the fire alarm** by breaking the glass at the nearest alarm point.
- **Evacuate** the building immediately, closing all doors behind you.
- **Dial 999** — ask for the Fire and Rescue Service and state the building address.
- If no staff are on site, contact a WLC officer using the details below.
- Do **not** re-enter the building until authorised by staff or the Fire and Rescue Service.

If the fire alarm sounds but there are no obvious signs of fire:

- You must still **evacuate** the building immediately, even if set off accidentally.
- Report to the fire assembly point.
- Staff will attend to confirm whether a fire is present and will call 999 if required.
- Return to the building only when authorised to do so.

Fire Evacuation Procedure:

- Leave in an orderly manner via the nearest exit, closing all doors behind you.
- Group leaders must take the **GROUP REGISTER** and check off all members at the assembly point.
- All group leaders must maintain a fully up-to-date register at all times.
- **Do not** stop to collect personal belongings.
- If anyone is unaccounted for, inform the Fire and Rescue Service **immediately**.

Group leaders must: have a copy of this procedure to hand at all times; familiarise themselves and all attendees with exit locations; and arrange a **Fire Evacuation Drill at least once per year**. Please arrange the drill with the Service Support Officer or Customer and Facilities Assistant.

WLC Staff Contact Details (all hold keys to this building):

Customer and Facilities Assistants:

Service Support Officer:

Team Manager:

Karen Johnston / John McLaughlin
Bradley Parkinson — 07747 767570
Murray Phillips — 07876 137930

Section 10 — Declaration

Having read the Letting Guide and Conditions and Fire Procedures, and been informed of the charges, I wish to apply for the above accommodation on the conditions stated.

Signature

Print Name *

Group / Organisation *

Date *

Return this completed form to: info@whitburncdt.org.uk | Tel: 01506 280340

Letting Guide and Conditions

This guide tells you what you need to know to book Whitburn Community Centre.

General Principles

- Submission of an application does not guarantee the requested day, time, or space can be accommodated.
- WLC and WCDT will not discriminate on grounds of race, nationality, gender, sexual orientation, disability, spiritual beliefs, or age.
- WLC and WCDT are not permitted to accept bookings for public political meetings outside election or referendum periods.
- Before an election or referendum, candidates and campaigners have statutory rights to the free use of designated meeting rooms.
- West Lothian Council reserves the right to review letting charges on an annual basis.
- Community centres will be closed on: Good Friday, Easter Monday, the first Monday in May, Christmas, and New Year.
- Please respect other users in the building at all times.

Access to the Building

- Access is only permitted at the time shown on the booking confirmation, including setting up and clearing up.
- Staff may ask you to leave the building outside the times stated on your approved application.
- Any use before or after confirmed times incurs additional charges. If use overruns by part of an hour, the full hourly rate applies.
- Groups have access to their booked room(s) and communal spaces only.

Person in Charge

- The named person in charge must be present for the full duration of the let and must be over 18.
- They are responsible for ensuring all let conditions are adhered to by all attendees.
- They are responsible for following the Fire Safety Procedure in the event of a fire.
- They are responsible for accounting for all participants during an emergency evacuation.

Payment

- A deposit may be required to confirm your booking. A 50% deposit is required for party bookings.

- An invoice will be issued. Please adhere to the payment timelines stated on the invoice.
- For one-off bookings, the full balance must be paid in advance.
- For one-off bookings, 25% of the total charge is retained if cancelled within 5 working days, or if you do not attend.

Housekeeping Deposits

- For one-off bookings, a good housekeeping deposit of £50 may be required.
- This will be refunded after the event if no damage has occurred, waste has been removed, and the premises are left in a satisfactory condition.

Cancellation

- To cancel or amend a let, 5 working days' notice must be given. The full charge may apply without adequate notice.
- If required licences are not in place, the booking will be cancelled and 25% of the charge retained.
- Should we cancel your let, we will aim to give more than 1 week's notice.
- Emergency situations may require shorter notice (e.g. staff sickness).

Removal of Waste

- For one-off bookings or large parties, all waste must be removed from the premises.
- Black bags will be provided — please take your waste with you when you leave.

Cleaning and Housekeeping

- On arrival, if a room is not fit for purpose, please contact staff immediately.
- Furniture must be wiped clean before leaving.
- Rooms must be left as found.
- Heating controls must only be adjusted by staff.

Damage

- Any damage during the let is the responsibility of the named person in charge.
- Notify staff of any damage immediately. If no staff are on site, email info@whitburncdt.org.uk.
- Do not use sellotape or adhesives on windows, painted walls, or floors.
- Hard (outdoor) footballs are not permitted indoors. Lightweight balls only.

Youth and Vulnerable Adult Activities

- Recommended adult-to-child ratios: under 2 years — 1:3; 2–3 years — 1:4; 4–8 years — 1:6; 9–12 years — 1:8; 13–18 years — 1:10.
- All individuals working with children must meet the conditions set by Disclosure Scotland.
- It is the lead booker's responsibility to ensure all Child Protection and Vulnerable Adult regulations are met.

Catering and Food Preparation

- Food may only be prepared on the premises with prior approval from WLC and/or WCDT staff.
- A copy of a valid Food Hygiene Certificate must be submitted before the event.
- Kitchen facilities must be left clean and tidy.

Storage

- Use of storage is prohibited unless specifically permitted by staff.
- Items stored on the premises are at the owner's risk.
- Unclaimed items may be discarded after 30 days following the end of a let period.

Alcohol

- Consumption, sale, or supply of alcohol is prohibited without prior approval or an appropriate licence submitted to staff.
- The lead booker must comply with all conditions of the licence.
- The lead booker is responsible for ensuring there is no underage consumption of alcohol.

Insurance

- Groups storing belongings on the premises should hold their own Contents Insurance.
- Groups with a formal constitution, private businesses, charities, and formal sports clubs must hold their own Public Liability Insurance.
- If an event is open to the public, a copy of the Public Liability Insurance must be submitted to staff before the event.

Licences

- The lead booker is responsible for obtaining all necessary licences.

- WLC and WCDT may cancel events that are not properly licensed. Conducting licensable activity without a licence is a criminal offence.
- Most licences take a minimum of 35 days to process — allow sufficient time.
- Music Licence (PPL PRS): required for live or recorded music, including background music, discos, DJs, and exercise classes using music.
- TV Licence: required for watching or recording live television, streaming live TV, or using BBC iPlayer.
- Public Entertainment Licence (PEL): may be required for certain events — visit westlothian.gov.uk for guidance.
- Inflatable Bouncy Castles: a PEL is not required for private functions but may be required for public events.
- Martial Arts and Contact Sports: lets are granted only to organisations recognised by the Scottish Board of Control for Karate or the Martial Arts Standards Agency.

Health and Safety

- Accidents: ensure the injured person receives appropriate attention and that other members are supervised. Report all accidents to WLC staff.
- First Aid: user groups must supply their own first aid equipment. WLC and WCDT staff cannot administer first aid to the public.
- Fire exits and corridors must be kept clear at all times. Fire doors must remain closed.
- Entrance and exit doors must not be wedged open.
- Pyrotechnics, smoke machines, and bubble machines are prohibited.
- Candles, indoor sparklers, and chafing fuel cans are not permitted.
- Ensure children are supervised when using kitchen equipment.

Other Conditions

- Lost Property: items are kept for a maximum of 4 weeks and then disposed of.
- Car Parking: limited spaces on a first-come, first-served basis. Drop-off point at the front of the building.
- Smoking and Vaping: strictly prohibited anywhere on the premises or at entrance and exit areas.
- Helium Balloons: not permitted in the building — they can trigger fire alarms.
- Risk Assessment: all activities must be risk assessed and assessments kept up to date.
- Equipment: all equipment must meet current safety legislation. A valid PAT Certificate is required for all electrical items.
- Room Capacity: do not exceed the capacity for the space booked. Suggested: 1 person per 2 square feet.

- PREVENT: identification may be required when booking. Concerns may be escalated to the Anti-Terrorism Hotline: 0800 789 321.

Code of Conduct

1. Those attending must comply with all instructions given by centre staff regarding health, safety, or security.
2. Individuals must be considerate and respectful towards others at all times.
3. All individuals must act in accordance with the law.
4. Individuals must not be under the influence of alcohol or drugs. Alcohol is prohibited without specific permission.
5. Noise levels must not interfere with other activities in the centre or in neighbouring buildings.
6. Offensive or intimidating language or behaviour is not permitted.

It is the responsibility of the person booking the let to convey these conditions to all individuals participating in or attending the event. Any contravention may result in attendees being asked to leave and the booking being stopped or cancelled.

Contact Us

Email: info@whitburncdt.org.uk | Telephone: 01506 280340

Data Protection: Visit westlothian.gov.uk for information relating to the General Data Protection Regulation (GDPR) guidelines applicable to this letting.