

## BOOKING FORM FOR USE OF WHITBURN COMMUNITY CENTRE

Please complete the form in BLOCK CAPITALS (see notes attached for guidance).

You should complete each section that is relevant to your booking enquiry.

For most bookings we require a minimum of 21 days' notice; however, in some instances, we might be able to accommodate a shorter notice period.

**Return this form to: [info@whitburncdt.org.uk](mailto:info@whitburncdt.org.uk)**

### Section 1 – Details of Applicant / Group Leader (to be completed by person who will receive correspondence)

<b>Please state if Block/Regular or Occasional Let</b>			
<b>Name of Organisation/Group</b>			
<b>Is the organisation/group classified as a business?</b>	<b>Yes</b>		<b>No</b>
<b>Purpose of let</b> (e.g. fitness class, birthday party)			
<b>Will your activity/group be open to the public or will it be a closed group?</b>	<b>Open to the public</b>		<b>Closed</b>
<b>Will you be charging people to attend the activity/session?</b>	<b>Yes</b>		<b>No</b>
<b>Is this activity commercial?</b> (e.g. it generates personal or private financial benefit)	<b>Yes</b>		<b>No</b>
<b>Name of Applicant</b> Person in Charge (Must be over 18 years old)	<b>Name</b>		<b>Post Held</b>
<b>Address</b>			
<b>Post Code</b>			
<b>Email Address</b> (Print)			<b>Contact Telephone Number</b>

### Section 2 – Details of 'person in charge' who will be in attendance (if different to above)

To be completed by the person in attendance who will be responsible for the group on the day(s) of let and for ensuring compliance with the Conditions of Let.

<b>Name</b>		<b>Post Held</b>	
<b>Email Address</b>		<b>Contact Tel No</b>	

### Section 3 – Details of Treasurer (if applicable) to be completed by the person who is to receive invoices

<b>Treasurer Name / Accounts Dept</b>			
<b>Email Address</b>		<b>Contact Tel No</b>	

### Section 4 – Accommodation

Please indicate which space/rooms are required, along with start and end time (this must include any time you might want to prepare the room for e.g. a party and tidy up/clear up afterwards) Minimum booking 1 hour

Accommodation required										
	Sports Hall	Coffee Bar	Assembly Hall	Soft Play Party	Party Room	Judo Room	Quiet Room	Adult Lounge	GP Room	Craft Room
Start Time										
End Time										

### Section 5 – Details of let

Please indicate first and last dates required along with the frequency, e.g. weekly or date of let if a one off. This must include the time for setting up and clearing up afterwards.

Day of Week	Start Date	End Date	Frequency/one off	Will you have any breaks in your let e.g. Easter, Summer, October break?

### Section 6 – Licences / Permissions / other information

	Check List	Circle Yes/No	Comments
(a)	Will food be prepared on the premises?  Is a Food Hygiene Certificate required?	Yes/No  Yes/No	Information link: <a href="https://www.westlothian.gov.uk/article/34831/Food-Hygiene-Information-Sheets">https://www.westlothian.gov.uk/article/34831/Food-Hygiene-Information-Sheets</a>  Information link: <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a> and type 'Food Safety Information' into search box
(b)	Are instructional charges made by user? (as an example... for people to attend a sports club/lesson)	Yes/No	
(c)	Will alcohol be consumed, sold and/or supplied on the premises?  If alcohol is going to be supplied or sold please seek advice re applying for the appropriate licence.	Yes/No	Please tick ✓ those which apply. Alcohol will be:  ➤ Consumed ➤ Sold ➤ Supplied  Refer to WLC website for advice re applying for appropriate licence. <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>

			A liquor licence for the sale or supply of alcohol should be obtained by phoning <b>01506 281632</b> .
(d)	Is your group a youth group? (age 18 and under)	Yes/No	If yes, your group leader/s will require to have an up-to-date PVG and adhere to current legislation/regulations regarding child protection and adult to child ratios.
(e)	Will music be played?	Yes/No	Music must not exceed the maximum level of 85dba.  A Performing Rights Society (PRS) / Public Performance Licence (P.P.L) will be required.
(f)	Are you selling tickets for your event?	Yes/No	You may require a Public Entertainment Licence: got to <a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a> for guidance and type 'Public Entertainment Licence' into search box.
(g)	Will any equipment be brought onto the premises during your let either by you or a third party (for example inflatables, disco equipment, ice cream machines, electrical items)?	Yes/No	If yes, and they are supplied by a third party, they <b>MUST</b> provide proof of Public Liability Insurance and, where applicable, a risk assessment.  We require a PAT Certificate for all electrical items prior to the start of the event.  These can be shown in person or emailed to a council officer.  <b>Name of third party/company:</b> _____ _____

**Please note:** appropriate certificates/licenses must be presented to a staff member at least **5 days** before the booking starts.

Staff can provide guidance on licences and permissions; however, it is the lead bookers' responsibility to ensure appropriate licences are in place. Most licences take up to **35 days** to process.

## Section 7 – Room Set Up Requirements

<b>How many people are you expecting to attend?</b> (approx. no of adults and children)	Number of adults	
	Number of children	
<b>Number of tables and chairs required</b>	Number of tables	
	Number of chairs	

Would you like to request any resources? (please specify)

LAYOUT OF ROOM (please describe in words or draw a layout – the room layout may affect room capacity)

### Section 8 – Heating, lighting and hot water

To keep energy consumption efficient, building users must ensure they take reasonable steps to minimise energy consumption. This includes:

- ✓ ensuring lights and electrical equipment are turned off when not in use
- ✓ windows and doors are kept closed (when appropriate) to prevent energy loss
- ✓ ensuring hot water taps are turned off after use

### Section 9 - Fire Evacuation Procedure

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

The **ADDRESS** of this building is: Whitburn Community Education Centre Manse Rd, Whitburn, Bathgate EH47 8EZ

**The FIRE ASSEMBLY POINT** is in the car park, at the war memorial

In the event of **DISCOVERING A FIRE or SIGNS OF FIRE:**

- ✓ Immediately **ACTIVATE THE FIRE ALARM** by breaking the glass at the nearest fire alarm point.
- ✓ **EVACUATE** the building
- ✓ **Dial 999** - ask for the Fire and Rescue Service stating the building address.
- ✓ If there are no staff onsite phone one of the numbers below to advise that a fire has been discovered
- ✓ (**Note:** when the fire alarm goes off, the council's alarm receiving company will also attempt to contact a West Lothian Council Officer)
- ✓ You should only return to the building once a staff member or Fire and Rescue Service give **AUTHORISATION** to do so.

In the event of the **FIRE ALARM GOING OFF** but there are **NO OBVIOUS SIGNS OF A FIRE:**

- ✓ You must still **EVACUATE** the building (even if it was set off accidentally)
- ✓ Gather at the **FIRE ASSEMBLY POINT**
- ✓ Staff will then need to attend to determine if there is a fire/sign of a fire. If so, they will phone 999.

- ✓ (Note: when the fire alarm goes off, the alarm receiving company will also attempt to contact a West Lothian Council Officer)
- ✓ You should only return to the building once a staff member or Fire and Rescue Service give AUTHORISATION to do so.

### **FIRE EVACUATION PROCEDURE:**

- ✓ On hearing the fire alarm everyone must leave the building in an orderly manner by the nearest EXIT DOOR ROUTE and close all doors behind them.
- ✓ Report to the FIRE ASSEMBLY POINT
- ✓ Group leaders must take the GROUP REGISTER and immediately check off all present against the register once at the assembly point. All group leaders must keep a fully up to date register of group members.
- ✓ DO NOT STOP to collect personal belongings including coats, bags etc.
- ✓ Individuals SHOULD NOT attempt to re-enter building.

**If anyone is unaccounted for inform the Fire and Rescue Service IMMEDIATELY on their arrival.**

**Group Leaders** should have a copy of this document printed off (or as a photo on their phone), familiarise themselves with the **appropriate exit/s** and make sure attendees know of their location/s. They should also arrange a **Fire Evacuation Drill** at least **once per year**. Arrangements should be made with the Service Support Officer or Customer and Facilities Assistant to activate the fire alarm for this purpose.

### **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 \_\_\_\_\_ Group \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Applications and enquiries on the letting of **Whitburn Community Centre** should be directed to:

**Email address: [info@whitburncdt.org.uk](mailto:info@whitburncdt.org.uk)**

# Community Centre: Letting Guide and Conditions

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

## General Principles

- Submission of an application for use of the community centre does not guarantee that the requested day, time or space can be accommodated.
- West Lothian Council (WLC) and Whitburn Community Development Trust (WCDDT) will not discriminate on grounds of race, nationality, gender, sexual orientation, disability, spiritual beliefs or age.
- WLC and WCDDT are not permitted to accept bookings for public political meetings out with election or referendum periods. Please speak to the centre's staff for advice before making such a booking.
- Before an election or a referendum, candidates and campaigners have statutory rights to the free use of designated meeting rooms.
- West Lothian Council reserve the right to review their letting charges on an annual basis.
- Our community centres will be closed on the following public holidays: Good Friday and Easter Monday, first Monday in May, Christmas and New Year.
- Please respect other users in the building.

## Terms and Conditions

### Access to the building

- Access to the premises will only be permitted at the time shown on the booking confirmation (includes setting up/clearing up) and you must be clear of the premises by the finishing time shown on the booking form.
- Staff have the right to ask you to leave the building out with the times stated on your approved let application form.
- Any use of the premises before or after the confirmed times will incur additional charges. If the use overruns by part of the hour, the full hourly rate will be applicable.
- Groups will have access to the room/s they have booked plus communal spaces but no other bookable spaces.

### Person in Charge

- The person named on the booking form as the 'person in charge' must be in attendance for the duration of the let and must be over 18 years of age.
- They will be responsible for ensuring the let guide and conditions are adhered to by attendees.
- This person will be responsible for following the Fire Safety Procedure in the event of a fire.
- This person will be responsible for ensuring **all** the activity participants are accounted for in the event of emergency evacuation.

### Payment

- A deposit may be required to confirm your booking. (50% deposit required for party bookings)
- An invoice can be issued in relation to paying for your booking. Please adhere to the payment timelines as stated on your invoice.
- The invoice will provide details of the methods of payment.
- For one off bookings, you will be asked to pay your balance in full in advance of your let.
- For one off bookings, 25% of the total charge will be retained if the booking is cancelled at short notice (within 5 working days of the booking date) or if you do not show up.

### Housekeeping Deposits

- For one off bookings, WLC and WCDDT may ask for a "good housekeeping" payment. This payment will be £50.
- This will be refunded after the event on condition that no damage has been incurred, that waste has been taken away and premises have been left in a satisfactory state.

### **Cancellation of your let**

- To cancel or amend a let, 5 working days' notice must be given. The full letting charge may be incurred if the required notice is not given.
- If required licences are not in place the booking will be cancelled and 25% of the booking charge will be retained to cover lost income and staff/admin costs.
- Should we need to cancel your let, we will aim to give more than 1 weeks' notice.
- Emergency/adverse situations may require us to give shorter cancellation notice periods. (e.g. staff sickness)

### **Removal of waste**

- For one off bookings or large parties, all waste/litter generated during the booking must be removed from the premises.
- Black bags will be provided – place your waste in the bags provided and take with you when you leave.

### **Cleaning/Housekeeping**

- On arrival, if a room or hall is not fit for purpose it is up to the lead booker to make the decision to commence with the let or not. If there are any issues, please contact a staff member immediately.
- Furniture must be wiped clean before leaving the room/s.
- Rooms must be left as found.
- Heating controls should only be adjusted by a member of staff – if you feel the temperature should be adjusted, please contact a member of staff.

### **Damage**

- Any damage which occurs to the property or equipment during the let will be the responsibility of the person named as 'person in charge' on the letting application.
- Notification of any damage should be made to staff immediately. If there are no staff members on site, please email [info@whitburncdt.org.uk](mailto:info@whitburncdt.org.uk)
- Please refrain from using sellotape or other adhesives on windows, painted walls or floors.
- The use of hard (outdoor) footballs are not permitted indoors. Lightweight balls only.

### **Youth and Vulnerable Adult Activities**

- **Ratios:** where the centre has been booked for an event involving children/young people under 18 years, the current recommendations of adult to child ratio are:
  - under 2 years - one adult to three children
  - 2 - 3 years - one adult to four children
  - 4 - 8 years - one adult to six children
  - 9 - 12 years - one adult to eight children
  - 13 - 18 years - one adult to ten childrenRatios will vary dependant on activity and age group.
- **Child Protection:** any group or individual working with children/young people must meet the regulatory and statutory conditions set by Disclosure Scotland.
- It is the responsibility of the lead booker to ensure that all current Child Protection and Vulnerable Adult regulations are being adhered to.

### **Catering / Food Preparation**

- Food should only be prepared on the premises with the prior approval from WLC and/or WCDT staff
- A copy of a Food Hygiene certificate must be submitted to the contact email address before the event.
- It is your responsibility to leave the kitchen facilities clean and tidy.

### **Storage and Cleaning**

- The use of storage for equipment is prohibited unless permission is specifically granted by staff.
- Items are stored at your own risk – WLC/WCDT cannot be held liable for theft or damage to items.
- Following the end of a let period, WLC/WCDT reserve the right to discard any unclaimed items/supplies/paperwork. Attempts will be made to contact the lead booker for a period of 30 days after the final letting date to arrange collection.
- Communication will be made via the channels provided on the let form (e.g. phone, email).
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## Alcohol

- The consumption, sale or supply of alcohol is strictly prohibited except for approved events either organised/approved by WLC/WCDT or where a licence has been obtained and submitted to the staff.
- The lead booker will be expected to comply with the conditions of the licence.
- It is the responsibility of the lead booker and/or licence holder to ensure that there is no underage consumption of alcohol.

## Insurance

- **Contents Insurance:** Groups/organisations who store their belongings on the premises should have their own insurance in place. This ensures equipment is covered to a suitable value and appropriate perils included.
- **Public Liability (PL) Insurance:** Any groups/organisations with a formal constitution, private businesses, charity organisations, formal sports clubs etc should arrange their own PL insurance. Council PL insurance cover council run business only.
- If the event is open to the public the lead booker is responsible for ensuring that a copy of their Public Liability Insurance is submitted to staff ***before*** the event takes place.

## Licences

- The lead booker is responsible for obtaining all necessary licences to carry out their proposed activity in the building.
- WLC and WCDT reserves the right to cancel or postpone events that are not properly licensed. It is a criminal offence to undertake licensable activity without the appropriate licence in place.
- Most licences take a minimum of 35 days to process - allow sufficient time to get your licence in place.
- Please refer to the West Lothian website for guidance: [www.westlothian.gov.uk](http://www.westlothian.gov.uk)
- **Music Licence (PPL PRS):** If your event includes live or recorded music (including background music, discos, DJs, exercise classes using music or similar activity), you may require a PPL PRS Music Licence. It is the responsibility of the lead booker to ensure that any required music licences are in place for their activity.
- Where West Lothian Council holds a corporate music licence covering council operated facilities, this does not automatically extend to all types of private or third-party events.
- **TV Licence:** If you intend to watch or record live television broadcasts, stream live television, or use BBC iPlayer, you must ensure that a valid TV Licence is in place for your activity.
- Any council-held TV licence does not automatically extend to private or third-party lets.
- **A Public Entertainment Licence (P.E.L)** must be applied for some events and activities. Please refer to the guidance on the WLC website: <https://www.westlothian.gov.uk/article/2488/Public-Entertainment-Licence> . This licence must be applied for through West Lothian Council.
- **Inflatable Bouncy Castles:** lead booker does not require a P.E.L if the bouncy castle is for a private function (eg children's party), however you ***may*** require a licence if it's for a public event. It is the lead bookers' responsibility to ensure appropriate licences are in place.

**Lets for Martial Arts/contact sports:** these will be granted only to bona fide organisations recognised by the Scottish Board of Control for Karate or the Martial Arts (Standards Agency).

**Lost Property:** West Lothian Council does not accept responsibility for the loss of property belonging to users. Lost property will be kept for a maximum of **4 weeks** and items will be disposed of if not claimed.

**Car Parking:** there are a limited number of parking spaces available at the centre. These are available on a first come/first served basis. Please park responsibly. There is a drop off point at the front of the building.

**Smoking/Vaping:** There will be no smoking/vaping anywhere on the premises and smokers/vapers must refrain from smoking/vaping at entrance/exit areas.

**Helium Balloons** – do not bring helium balloons into the building – if left in the building they can set off alarms.

**Risk Assessment:** It is the lead bookers responsibility to ensure that the activities that the group are participating in have been risk assessed and that risk assessments are kept up to date.

**Equipment:** it is the lead bookers responsibility to ensure that any equipment brought onto the premises meets current safety legislation. This includes third party participation, inflatables, disco equipment, where the third party **MUST** show both the necessary certification and Public Liability Insurance prior to the start of the event. All electrical equipment must have a current **P.A.T. Certificate**.

#### **Health & Safety:**

- **Accidents:** In the event of an accident it's the lessee's responsibility to ensure that the injured person receives appropriate medical attention and that there's adequate supervision of other members of the group.
- All accidents should be reported to a WLC staff as soon as possible after the incident has occurred.
- **First Aid:** user groups are responsible for supplying their own first aid equipment. WLC and WCDT staff cannot administer first aid to members of the public.
- **Fire:** fire exits/corridors must be kept clear at all times. Fire doors must be kept closed at all times.
- **Entrance and exit doors** should not be wedged open – this ensures the building is kept secure and reduces the fire risk.
- In the event of a fire drill or emergency it is the responsibility of the lead booker to ensure that an accurate tally of the numbers attending is kept and that members are advised of the fire safety procedures. Copy of procedures will be included in confirmation of let.
- **Pyrotechnics, smoke machines and bubble machines** are prohibited in the centre
- The use of **candles, indoor sparklers and chafing fuel cans** are not permitted.
- Contact a staff member for permission/use of any heat generating source.

**Kitchen equipment:** please ensure young people and children are supervised when using microwaves, ovens or any other heat producing equipment.

**Room Capacity:** please do not exceed the room capacity for the space you have booked. Suggested capacity is 1 person per 2 square feet

**Statistics:** Staff will gather statistics on building use – we ask that you complete the attendance form as requested by staff.

**Data Protection:** Please visit <https://www.Customer-and-Community-Services-Lettings-Privacy-Notice> for information related to the General Data Protection Regulation (GDPR) guidelines.

**PREVENT:** West Lothian Council is now required by legislation to ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. To support this requirement, identification (drivers licence or passport) may now be required by the person making the venue booking. Concerns will /can be escalated to the Anti-Terrorism Hotline on 0800 789 321.

Wherever there may be an immediate threat of action or risk of harm dial 999 and ask for the Police.

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

## Code of Conduct

1. Those attending any event within the building must, at all times, comply with any instructions given by centre staff in relation to health, safety or security matters
2. Individuals must not cause offence and are required at all times to be considerate and respectful towards others
3. All individuals involved in community centre lets are required to act in a way that is compliant with the law
4. Individuals attending the centre must not be under the influence of alcohol or drugs. Alcoholic beverages must not be brought onto or consumed in the centre unless permission is specifically granted by the Council.
5. Noise level must be kept at a level so as not to interfere with other activities in the centre or neighbouring buildings.
6. Offensive or intimidating language or behaviour should not be used.

## Contact Us:

- **Email:** [info@whitburncdt.org.uk](mailto:info@whitburncdt.org.uk)
- **Telephone:** 01506 280340

**FOR OFFICE USE ONLY**

<b>DATE FORM RECEIVED</b>				
<b>NAME OF STAFF MEMBER WHO RECEIVED THE FORM</b>				
<b>DATE LET APPROVED</b>				
<b>LET APPROVED BY</b>				
<b>GROUP CLASSIFICATION</b>				
<b>ROOM CLASSIFICATION</b> (ie room, small hall or large hall)				
<b>DEPOSIT REQUIRED?</b>	YES (state amount) £		No	
<b>TOTAL CHARGE FOR ROOM HIRE</b>	Charge per hour	Hours per week	No of weeks	<b>Total Charge</b>
<b>INVOICE CYCLE:</b> Weekly, Monthly, Quarterly, Bi-Annually, Annually, Term Time				
<b>SUBJECTIVE CODE</b>				
<b>COST CENTRE</b>				
<b>CEDAR CUSTOMER NUMBER</b>				
<b>CEDAR SHORTENING</b>				
<b>HAS THE LEAD BOOKER BEEN NOTIFIED OF THE OUTCOME OF THEIR APPLICATION?</b>	YES	Tick ✓: DATE CONTACTED:	NO	
<b>CFA PRESENCE REQUIRED</b>	YES	Tick ✓:	NO	
	TIMES:			
<b>APPROVED AS A KEY HOLDER</b>	YES		NO	
<b>APPROVED FOR SELF ACCESS</b>	YES		NO	