

Whitburn Community Centre Booking Form

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info@whitburncdt.org.uk



Before you start: This is a booking request, not a confirmation. Include time for setting up and clearing away. One-off bookings are payable in advance. We may ask for further information only where the activity, equipment or licence requires it.

1. About the hirer

☐ One-off booking	☐ Regular or block booking
Regular or block bookings only. Preferred payment arrangement: ☐ Pay as you go (payment due for each session) ☐ Monthly invoice (subject to approval; payable by the due date)	
Monthly invoice contact (if different): _____	Email / billing name, address or PO ref: _____
Full name of applicant / lead booker	Organisation or group name (if any)
Address and postcode	Email address
Mobile / telephone	Role in organisation (if any)
Person in charge during the booking (if different)	Mobile for person in charge

Hirer and charging information

☐ Community group / charity / not-for-profit organisation	☐ Self-employed person / business / commercial organisation
☐ Private individual / family event	☐ Public body / other
Will participants be charged? ☐ No ☐ Yes	
Rates: WCDT will decide which rate applies. Self-employed or business bookings and activities run for personal or business profit will normally be commercial. A community group, charity or not-for-profit organisation may charge to cover costs or reinvest without automatically becoming commercial. Private events use the applicable private-hire price.	

2. Booking details

Purpose and brief description of the activity
Expected attendance Adults: _____ Children: _____ Total: _____

Room(s) requested

☐ Sports Hall	☐ Assembly Hall	☐ Coffee Bar
☐ Soft Play Party	☐ Judo Room	☐ Quiet Room
☐ Adult Lounge	☐ GP Room	☐ Craft Room
☐ Other: _____		

Day / date	Room	Start	Finish	Frequency	Last date / breaks

Timing: Start and finish times must include set-up and clear-up. Minimum booking: one hour; Soft Play Party: two hours.

3. Set-up and access

Tables required <i>Number:</i> _____	Chairs required <i>Number:</i> _____
Preferred room layout	WCDT resources requested
Equipment you will bring	Other requirements or access needs

Will anyone need assistance to evacuate? ☐ No ☐ Yes. Please give brief details:

4. Activities requiring advance notice

Tick anything that applies, or tick ☐ None of these. We may contact you about licences, permissions or proportionate safety requirements; some listed items may not be permitted.

☐ Food preparation, cooking/heating or mobile catering	☐ Alcohol supplied, sold or consumed
☐ Event open or advertised to the general public, or involving ticket sales	☐ DJ, performance or amplified music
☐ Inflatable, mobile soft play or amusement equipment	☐ Flame, smoke effect, LPG or another heat source
☐ Staging, rigging, temporary structure, machinery or heavy equipment	☐ Martial arts, contact sport, gymnastics or another unusual/higher-risk activity
☐ None of these	

Brief details of anything ticked above, including the provider name where relevant

Proportionate checks: The hirer and provider remain responsible for their activity and equipment. WCDT does not routinely inspect, test or approve third-party equipment and will request evidence only where a specific risk, legal, licensing or insurance requirement makes it necessary.

5. Essential Conditions of Let: summary

The full Letting Guide applies. This table summarises the principal conditions; booking-specific requirements appear in the written confirmation.

Confirmation, payment and cancellation	A booking is confirmed only when WCDT issues written confirmation and any required payment or information has been received. Provisional holds normally expire after 48 hours. One-off bookings are payable in advance. For regular or block bookings, the agreed pay-as-you-go or monthly-invoice arrangement will be stated in the written confirmation; monthly invoices must be paid by the due date shown. Give at least five working days' notice to cancel or amend. For a one-off cancellation within five working days or a no-show, WCDT may retain 25% of the charge. Any regular/block-session cancellation charge will be stated in the confirmation. WCDT may cancel for safety, legal, operational or emergency reasons and will refund sums paid for the cancelled use.
Access and supervision	The named person in charge must be at least 18 and present throughout. Use only the booked rooms and communal access areas, within the confirmed times and capacity. Follow reasonable staff instructions relating to safety, security and other building users.
Care of the centre	Leave rooms, furniture and kitchen areas clean and as found; remove event waste when asked. Report accidents, hazards or damage promptly. The hirer is responsible for reasonable repair or replacement costs where loss or damage is caused by the hirer, attendees or providers through negligence or breach of these conditions.
Fire and emergencies	The person in charge must read the fire notice for the booked room, identify exits and the assembly point, keep routes and fire doors clear, maintain an accurate attendance count, evacuate on the alarm, account for the group and follow staff or emergency-service instructions. Never re-enter until authorised. WCDT remains responsible for its own legal duties for the premises.
Activities, equipment and external providers	The hirer must ensure the planned activity is suitable, supervised and risk managed. Where a provider or equipment is engaged by the hirer, the hirer and provider remain responsible for its safety, suitability, maintenance, insurance, operation and supervision. WCDT does not routinely inspect, test, certify or approve third-party equipment. WCDT may request relevant information or evidence where reasonably required because of a specific risk, legal, licensing or insurance requirement, or potential effect on the premises or other users, and may stop an obvious or significant risk.
Licences, safeguarding and conduct	The hirer must obtain any licence or permission required for alcohol, entertainment, music, food or other regulated activity. Those arranging regulated roles with children or protected adults must comply with current Disclosure Scotland and safeguarding requirements. No smoking or vaping inside; no illegal activity, threatening behaviour, excessive noise, smoke machines, pyrotechnics, candles or unauthorised heat sources.
Insurance and responsibility	WCDT's insurance does not replace insurance that a hirer or provider may need for its own activity, people, equipment or legal liability. Receipt or review of documents by WCDT records an administrative check only: it is not certification or approval and does not transfer responsibility from the hirer or provider. Nothing in these conditions excludes or limits liability where the law does not allow this.
Changes and information	Tell WCDT promptly if the activity, attendance, equipment, provider or charging arrangements change. WCDT may reclassify, add proportionate conditions, move or cancel a booking where the change affects price, safety, insurance or licensing. WCDT uses and retains personal information as explained in its Community Centre Bookings and Gym Privacy Notice, available online at https://whitburncdt.org.uk/wp-content/uploads/2026/09/WCDT-Community-Centre-Bookings-and-Gym-Privacy-Notice-September-2026.pdf or as a paper or emailed copy from WCDT.
Full Letting Guide: Before signing, read the WCDT Community Centre Letting Guide and Conditions of Let (September 2026), available online at https://whitburncdt.org.uk/wp-content/uploads/2026/09/WCDT-Community-Centre-Letting-Guide-and-Conditions-September-2026.pdf A paper or emailed copy is available from WCDT. Scan for the full Letting Guide 	

6. Data protection

Your personal information will be used to administer your booking and support the safe operation of the Community Centre. Please see WCDT's Community Centre Bookings and Gym Privacy Notice, available online at <https://whitburncdt.org.uk/wp-content/uploads/2026/09/WCDT-Community-Centre-Bookings-and-Gym-Privacy-Notice-September-2026.pdf>, from a member of staff, or by emailing info@whitburncdt.org.uk.

7. Declaration

Declaration: I confirm that the information supplied is accurate and that I have authority to make this booking. I have received or accessed, read and agree to the WCDT Community Centre Letting Guide and Conditions of Let (September 2026) and this summary. I will ensure attendees and external providers comply, read the room fire notice, brief the group, keep an attendance count and tell WCDT of material changes. I understand that WCDT sets the rate/classification and the booking is not confirmed until written confirmation is issued.

Print name		Date	
Signature		Booking ref.	Office use