

**Facilities Booking**

**Application Form**

**April 2024 – March 2025**

**This form must be completed a minimum of 10 working days in advance of the event date and all lets are subject to availability. Please refer to our Terms and Conditions of Hire, and our supporting documentation, before completing this form. Failure to complete this form fully will result in it being returned for completion.**

**Section 1 – to be completed by all**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Club/Organisation/Applicant |  |  | |
|  |  |  | |
| Name and Address of Applicant |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  | | Postcode |
|  |  | |  |
| Telephone | Mobile | | Work |
|  |  | |  |
| Email |  | |  |
|  |  | |  |

Is this an instructed activity? Yes  No

If the activity is supervised or instructed by a tutor(s) or coach(es), that is/are not the applicant, please provide the details below: -

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
|  |  |  |  |
| Mobile No. |  | Mobile no. |  |
|  |  |  |  |
| Email |  | Email |  |
|  |  |  |  |

**Section 2 – to be completed by all**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name and Address for Invoicing |  |  |  |  |  |  |  |
| *(if different from Section 1)* |  |  |  |  |  |  |  |
|  |  |  |  |  | Postcode |  |  |
|  |  |  |  |  |  |  |  |
| Telephone Number | Home |  |  |  | Mobile |  |  |
|  |  |  |  |  |  |  |  |
| Email Address |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Section 3– to be completed by all**

|  |  |
| --- | --- |
| Name of Venue you wish to hire |  |
| Reason for Let |  |

*(Please refer to Venues for Hire 2024-25)*

What is the nature of your application? *(tick as appropriate*)

Single Use Booking  Block Booking

Purpose of Use/Activity (if not listed below please state)

|  |  |  |  |
| --- | --- | --- | --- |
| Fitness Class (Yoga/Zumba etc) |  | Charity/Community Events (Blood Donation, Fundraising etc) |  |
| Creative Arts (Music, Crafts, Art) |  | Concerts/Dramatisations |  |
| Workshop/Instruction |  | Groups (Brownies, Guides, Scouts etc) |  |
| Commercial Activities |  | Team Sports (Football, Rugby, Hockey, Badminton etc) |  |
| Meetings Conferences |  | Celebrations (Discos, Weddings, Ceilidhs) |  |
| Youth Activities |  | Highland Instrumental Activity |  |

**Section 4 – only complete this section if you have ticked ‘Yes’ to Single Use Booking in Section 3**

**Single Use Booking**

|  |  |
| --- | --- |
| Day & Date Required |  |
|  |  |
| Time(s) Required |  |

N.B. Times required should include allowance for set-up and tidy- up/cleaning of area/s booked.

**Section 5– only complete this section if you have ticked ‘Yes’ to Block Booking in Section 3**

**Block Booking**

|  |  |
| --- | --- |
| **QTR 1 - 1 April 2024 – 30 June 2024** | **QTR 2 – 1 July 2024 – 30 September 2024** |
| Date(s) | Date(s) |
| Day(s) | Day(s) |
| Time(s) | Time(s) |
| **QTR 3 – 1 October 2024– 21 December 2024** | **QTR 4 – 9 January 2025 – 31 March 2025** |
| Date(s) | Date(s) |
| Day(s) | Day(s) |
| Time(s) | Time(s) |

Do you require this let during school holidays (tick all required)

Easter Hols  Summer hols  Oct hols

(1 – 12 Apr 24) (28 Jun–19 Aug 24) (14 – 25 Oct 24)

***N.B. Venues are not available for lets on Good Friday or Easter Monday (29 March & 1 Apr), May Day – 6May during Christmas/New Year Holiday period – 23 December 2024 to 6 January 2025.***

**Section 6 – to be completed by all**

Facilities Required (**please enter required number of rooms etc**)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Games Hall |  |  | Small Hall |  |  | Dance Studio |  |
|  |  |  |  |  |  |  |  |
| Synthetic Pitch |  |  | Grass Pitch |  |  | Changing Rooms |  |
|  |  |  |  |  |  |  |  |
| Floodlights |  |  | Classroom |  |  | Community Room |  |
|  |  |  |  |  |  |  |  |
| Theatre |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Other Facilities (please specify) |  |

|  |  |
| --- | --- |
| Additional Requirements e.g. room layouts, projectors, stage lighting, equipment – subject to availability.  N.B. This may incur additional charges. |  |

|  |  |
| --- | --- |
| Use of Inflatable Play Structures e.g. bouncy castle. Please specify number and type of inflatable play structures. |  |

**Please refer to** [**Guidance for School Fetes and Community Events**](https://www.highland.gov.uk/downloads/file/28575/general_guidance_for_school_fetes_and_community_events) **available at** [**Facilities**](https://www.highland.gov.uk/info/893/schools_-_general_information/15/facilities_for_hire) **For Hire**

Checklist for Inflatable Play Structures is [**here**](https://www.highland.gov.uk/downloads/file/28574/2024_-_2025_checklist_for_the_use_of_inflatable_play_equipment) and a risk assessment for use of inflatable play structures must be completed and submitted with application form.

**Section 7– to be completed by all**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Estimated number of participants attending: | Adults |  | Under 18s |  |
| Estimated number of spectators attending: | Adults |  | Under 18s |  |

Please enter the charge levied upon each participant (complete as appropriate)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Per Event | £ | Per Annum | £ | Per Session | £ | Membership Fee | £ |

**Section 8- HEALTH & SAFETY INFORMATION – to be completed by all (N.B- this is subject to change)**

The Applicant/Club/Organisation responsible for the booking is responsible for obtaining and maintaining a record of **all** individuals participating in their booking/s and adherence to Highland Council H&S Information as detailed in the Terms & Conditions of Booking. **All applicants must complete the statements/questions below.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I/We confirm that that my/our activity is operating in line with the appropriate Government/Governing Body Guidance and Highland Council Let H&S Terms & Conditions. | Yes |  | No |  |
| I/We confirm that a Risk Assessment has been completed with appropriate control measures in place | Yes |  | No |  |
| I/We confirm that that contact details of each participant are recorded for each session. | Yes |  | No |  |
| I/We confirm that it is my/our responsibility that any equipment/furnishings/touch points are cleaned/wiped down before and after use and failure to adhere will result in an additional charge being incurred. | Yes |  | No |  |

**N.B. Should any group have a H&S incident or occurrence, then you should immediately inform** [**LetsBookings@Highland.gov.uk**](mailto:LetsBookings@Highland.gov.uk)**. No personal details should be disclosed, as an individual’s right to privacy must be observed. Highland Council simply need to know what facilities may have been accessed by the group, that relate to the incident or occurrence.**

**Section 9 – to be completed by all**

**Child Protection – an updated copy must be submitted for each financial year.**

All organisations/individuals providing activities/services that children “protected adults” or adults who may be at risk are required to have read and can confirm that they comply with “Child & Adult Protection Guidance for Community Groups”. Please note this guidance also applies to self-employed individuals providing activities for these groups

**All applicants must complete the statements/questions below as compliance will be audited.**

Our/my activities involve working with these groups and we/I have read and comply with the We / I agree relevant guidance.

Our/my activities do not involve working with these groups. We / I agree

Do all individual/s (tutors/instructors/supervisors) doing regulated work with children Yes  No

or adults who may be at risk have PVG Scheme Membership?

If yes has/have any individual(s) had any charges pending since receiving Yes  No

their PVG membership?

If yes, please provide details: -

Does the Club/Organisation/Applicant have a safeguarding policy for vulnerable

adults and/or young people under the age of 18 years of age? (if yes, please Yes  No

provide a copy for this year with your booking form)

If you are a sports club or organisation, do you hold a National Governing Body Yes  No

Accreditation award?

If yes, please provide details:

Does the person in charge of the hire hold a valid Tutor/Leader Qualification Cert.? Yes  No

If yes, please provide details:

**Section 10 – to be completed by all**

**PAT (Portable Appliance Testing)**

Do you plan to bring your own electrical equipment? Yes  No

Do you hold a valid PAT Certificate? Yes  No

*(information on PAT certification can be obtained from the British Standards Institute*)

**Section 11 – Declaration by Hirer**

**Declaration:**

**By submitting this form, I/we read and accepted all the Terms & Conditions of hire and authorise the use of my personal information for the above stated purpose. I understand that Highland Council may require written evidence of any documentation that may be required at any time and failure to provide it will lead to the Let being cancelled.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Signed:** |  |  | **Date:** |  |  |

**VAT EXEMPTION FORM – to be completed if applicable**

**IMPORTANT – If you choose the VAT exemption route it will mean that bookings cannot be cancelled and all bookings of 10 or more must be paid for. This will be monitored in terms of compliance through the council.**

**Definitions**

Standard rated means that VAT has to be added to the hire charge. Which is subject to change at any time as UK law dictates.

VAT exempt means that VAT does not apply to the charge.

**Eligible Body**

To be considered as an eligible body you must be:

* Non-profitmaking
* A school, club, association, or organisation representing affiliated clubs/constituent associations (e.g. a league)
* Have in their constitution restrictions preventing the distribution of any profits except to other non-profit-making bodies or on winding up
* Do not have any paid officers or paid connected officers

**It is up to the hirer to prove** that the club or association is an eligible body before the “exemption “ can be applied. A copy of your articles/memorandum or constitution must be provided every year for the Facilities Booking Team to keep on record. A letter confirming you meet the requirements is not sufficient.

**Exemption**

To qualify for the exemption **ALL** the criteria listed below must apply to your let (*please tick*)

The series consists of 10 or more lets booked in advance

The series of lets must be to a school, club, association, or organisation **representing affiliated clubs/constituent associations (e.g. a league)**

Each let in the series must be for the same type of activity at the same location, although different pitches, courts etc. at the site are allowable

The interval between each let must be at least one day and no more than 14 days. The dates should be set at the time of booking. The duration of the sessions may be varied. There is no exemption for intervals greater that 14 days through the closure of the facility for any reason.

Payment is made by reference to the whole series and this is evidenced by written agreement. This must include evidence that payment is to made in full whether or not the right to use the facility for any specific session is actually exercised. Provision for a refund given by the provider in the event of the unforeseen non –availability of their facility would not affect this condition. The only exemption to this is where it is unavailable due to unforeseeable circumstances – this includes adverse weather or vandalism, excludes use for meetings etc.

The hirer has exclusive use of the facilities booked during the periods of hire.

If any of the criteria are not met, then the entire series becomes taxable.

It is important to note that the regulations are clear that if the series of lets is broken by the hirer, for whatever reason, all or part of the series may become subject to VAT which the hirer will be obliged to pay.

**Declaration**

**I understand that unless the Facilities Booking Team receives evidence confirming your status as an eligible body then VAT will have to be applied to all subsequent lets.**

**Signed: Date**



**School Kitchen/Dining Room Booking**

**Application Form**

**Section 1 – to be completed by all**

|  |  |  |
| --- | --- | --- |
| Name of Club/Organisation/Applicant |  |  |
|  |  |  |
| Name and address of Applicant |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | Postcode |
|  |  |  |
| Telephone | Mobile | Work |
|  |  |  |
| Email |  |  |
|  |  |  |

**Section 2 – to be completed by all**

**When do you require the Let**

|  |  |  |
| --- | --- | --- |
| Venue |  |  |
|  |  |  |
| Day & Date required |  |  |
|  |  |  |
| Time(s) required |  |  |
|  |  |  |
| Purpose of the Let |  |  |
|  |  |  |

**What do you require**

Tea/Coffee making facilities only (access to hot water & sink for handwashing crockery)

Dining Room only (access to table & chairs - no kitchen access)

Full Kitchen use (for preparing, cooking or heating food). Please specify below what is required.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note, bringing food & drink onto Highland Council premises is restricted without prior agreement with Catering Staff.**

Do you require use of the dishwasher? Yes  No

If the use of any Highland Council Catering Service cooking, dishwashing or refrigeration equipment is required by the Hirer, a member of Highland Council Catering Staff **must** be in attendance for supervision, where there will be an hourly charge applied.  Where only tea and coffee making facilities are required, Highland Council Catering Staff do not require to be in attendance.

If you require the use of any catering equipment, please specify below.  Please note items are dependent on availability and are not available in all schools. Availability and charges will be confirmed once the Let has been approved.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ­**Item** | **No. required** | **Item** | **No. required** | **Item** | **No. required** | **Item** | **No. required** |
| Hot water Urn |  | Side plates |  | Sugar bowls |  | Water jugs |  |
| Cups |  | Teaspoons |  | Tea pots |  | Tumblers |  |
| Saucers |  | Milk jugs |  | Coffee pots |  |  |  |

Other utensils – please specify: -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 3 – Useful Information**

**Hospitality Catering**

Hospitality Catering can be provided by Highland Council. For further information, sample menus and prices, please contact [cl.catering@highland.gov.uk](mailto:cl.catering@highland.gov.uk) telephone number (01463) 644102.

**Crockery and Utensils**

Crockery (cups, saucers, side plates etc.), cutlery and utensils may be available for use at some schools; please note this varies from school to school and depends on availability. Requests and charges will be confirmed when the Let has been approved.

All crockery/cutlery items made available must be collected and returned in a clean condition to the kitchen. A charge will be applied if items are returned unwashed and for all breakages and missing items, as below.

|  |  |
| --- | --- |
| **Crockery breakages/missing items (each)** | **£** |
| Cups | £3.75 |
| Saucers | £2.45 |
| Side plates | £2.50 |
| Milk jugs | £5.00 |
| Sugar bowls | £5.00 |
| Teaspoons | £1.00 |
| Items not listed above | Replacement cost of item |

**Premises**

Premises must be left in a clean and hygienic condition, including all floor surfaces. Cleaning equipment and materials will be provided on site. A cleaning charge will be applied if premises are left in an unsatisfactory condition.

Any damage to equipment or fixtures/fittings will be charged at the manufacturers repair or full replacement cost.

**Charges**

|  |  |
| --- | --- |
| **Band 1** | Highland Council D&I activities, PTA Meetings, School Fundraisers, Highland Councillor Surgeries, Community Councils, Sunday Schools, School Boards |
| **Band 2** | Youth Groups, Senior Citizens, Disabled Groups, Playgroups, Feis-Youth, Registered Charities |
| **Band 3** | Blood Transfusion Service, Recreational Groups, Religious Groups, Political Groups, Feis-Adult and non-commercially provided instruction |

|  |  |  |  |
| --- | --- | --- | --- |
| **School Kitchen Catering Let** | **Band 1** | **Band 2** | **Band 3** |
| Tea/coffee making facilities only | No charge | £27 single charge | £11 per hour and part hour thereafter |
| Dining Room/Servery use (no kitchen access) | No charge | No charge Mon-Fri term time up to 10pm   Surcharge of £27 per event at weekends & holidays up to 10pm | £11 per hour and part hour thereafter |
| Kitchen - full use | No charge | £32.50 for first 4 hours £21.50 for 4 hours let thereafter | £32.50 for first 4 hours £11 per hour thereafter |
| Highland Council Catering Staff per hour\*  \*(enhanced rates will apply for evenings, weekends & holiday periods)  Any associated mileage will also be added | Price on application | Price on application | Price on application |

**Commercial requests**

Price on application