

# application form for the hiring of a north lanarkshire school or community facility



**Dear Applicant,** thank you for your recent request to hire a community facility from North Lanarkshire Council. Should you wish to hire this accommodation on behalf of an organisation or for your own use please complete this form. Should you require any further information or have any questions about the completion of this form, please contact any office as detailed overleaf for assistance.

With this Application Form are the Conditions of Let which must be read and agreed by the person responsible for the hire and the rental charges. Please let us know if you have not received this information.

Thank you again for your enquiry and we look forward to being of service to you. On completion please return to the office indicated overleaf.

## 1 DETAILS OF PERSON RESPONSIBLE FOR BOOKING

- 1.1 Organisation: \_\_\_\_\_
- 1.2 Full Name: \_\_\_\_\_
- 1.3 Home Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Post Code: \_\_\_\_\_ Tel No: \_\_\_\_\_
- 1.4 Email Address \_\_\_\_\_
- 1.5 Do you wish North Lanarkshire Council to publicise this booking?  
 YES NO

## 2 DETAILS OF FACILITY REQUIRED

- 2.1 Name of Facility: \_\_\_\_\_
- 2.2 Area of Building Required (e.g. Main Hall, Kitchen): \_\_\_\_\_  
 \_\_\_\_\_

## 3 GROUP DETAILS

- 3.1 Is this group a registered category 2 organisation?  
 YES NO  
 If yes registration number \_\_\_\_\_  
 (failure to include number may result in your organisation being charged at a different rate)
- 3.2 Are you an individual or an organisation working with children under 18 yrs of age?  
 YES NO
- 3.3 Will under 18s be present at this stage?  
 YES NO
- 3.4 Is your group or organisation registered with North Lanarkshire Council's Child Protection database?  
 YES NO  
 If 'YES' please give your registration number:  
 \_\_\_\_\_  
 (failure to supply this number will delay your booking as no booking can be taken without a registration number)  
 If 'NO' please see 'Conditions of Let' under Section 16.
- 3.5 Is your group or organisation providing registered child care?  
 If yes, please give your care commission registration number

CS								
----	--	--	--	--	--	--	--	--

## 4 EVENT DETAILS

- 4.1 Nature of Event (e.g. Playgroup, Community Council Meeting, etc): \_\_\_\_\_
- 4.2 If this is a birthday party the age MUST be stated: \_\_\_\_\_ years  
 (please note: if you are having a bouncy castle a copy of the public liability insurance should be sent to office fax no 01698 302110)
- 4.3 Numbers attending: \_\_\_\_\_ persons
- 4.4 Layout requirements (tables/chairs): \_\_\_\_\_  
 \_\_\_\_\_
- 4.5 Are charges being made for this Event?  
 YES NO  
 If Yes, how much: Price each: £ \_\_\_\_\_
- 4.6 Will alcohol be available at this Event?  
 YES NO  
 (please note applications must be submitted 6 weeks prior to the event date)
- 4.7 Name of Licensee: \_\_\_\_\_  
 (Note: Copy of License to be forwarded to this office prior to event taking place. Fax no.01698 302110 Non receipt of licence may result in let being cancelled)
- 4.8 Is the Event being Catered?  
 YES NO  
 Name of Caterer: \_\_\_\_\_
- 4.9 If you are providing catering for your guests as part of this let have you complied with Section 13 of the Conditions of Let?  
 YES NO  
 If 'YES' please provide copy of any necessary certification.  
 If 'NO' please note you will not be permitted to use our facilities to heat or prepare food).
- 4.10 Do you wish North Lanarkshire Council to provide  
 Bar Facilities: YES NO Catering: YES NO  
 If you require North Lanarkshire Council to provide either bars or catering please phone 01698 274 271
- 4.11 Are you having a live band or disco?  
 Live Band Disco
- 4.12 Do you plan to use electrical equipment as part of this let?  
 (See Clause 7.2 of 'Conditions of Let')  
 YES NO
- 4.13 What level of stewarding have you arranged for the Event?  
 (See Clause 10 of 'Conditions of Let')  
 \_\_\_\_\_

**5 DETAILS OF TIME AND DATES OF LET**

- 5.1 Time of Let (Times MUST include all preparation and clear-up time)  
 Start \_\_\_\_\_ Finish \_\_\_\_\_
- 5.2 Date of Event \_\_\_\_\_  
 Day of Week \_\_\_\_\_
- 5.3 Additional Times and dates of Lets (continued)

Day	Date	Start Time	Finish Time

If you do not require entry to the Centre on any of the following holidays please 'X' the relevant box:

	ALL PUBLIC HOLIDAYS
	SCHOOL FEBRUARY HOLIDAYS
	SCHOOL EASTER HOLIDAYS (First 2 full weeks in April)
	SCHOOL SUMMER HOLIDAYS
	SCHOOL OCTOBER HOLIDAYS
	SCHOOL CHRISTMAS HOLIDAYS
	EXCLUDE IN SERVICE DAYS

**6 IMPORTANT INFORMATION**

- Failure to complete any part of this form will invalidate the Application.
- The receipt of an application form for let of community facilities does not constitute an acceptance of the application form by North Lanarkshire Council.
- The premises shall not be deemed to be let until the applicant has received confirmation in writing from North Lanarkshire Council.
- All bookings must be made at least 14 days prior to the date of let.

**7 DECLARATION**

I have read and agree with the Community Facilities 'Conditions of Let' set out by North Lanarkshire Council.

Signature	Date
-----------	------

(Name is taken as signature – if no signature your form will be returned)

**8 PAYMENT FOR 'ONE OFF' LETS**

'One off' lets must be paid in advance, at least 21 days before the date of the let. This can be done in several ways;

- 1. Credit/Debit Card** Once this booking form is received and let has been approved and confirmed you can Telephone Northline Customer Contact Centre on 01698 403120 to pay by Debit/Credit Card or Community Facilities office at Coatbridge on 01236 632777
- 2. By Post** You can send in a cheque/postal orders made payable to North Lanarkshire Council, and the date of let and name of centre booked on the reverse. Please do not send cash through the post.
- 3. Cash** Payments may be made at:  
 Coatbridge Community Centre  
 9 Old Monkland Road  
 Coatbridge ML5 5EA  
 Tel: 01236 632777

**Customer Comments / Additional Information**

Please omit any other dates that you do not require entry to the centre including In-Service Days. (Please list to left)

Once you have completed the form, please check all details carefully and return to:

Community Facilities Section  
 Coatbridge Community Centre  
 9 Old Monkland Road  
 Coatbridge MI5 5EA

FOR OFFICIAL USE ONLY	
Date received	
Customer no.	
Confirmation sent	
Catering notified	
Invoice amount	
Intials	

**This document can be made available in a range of languages and formats, including large print, braille, audio, electronic and accessible formats.**

To make a request, please contact Corporate Communications on 01698 302527 or email: [corporatecommunications@northlan.gov.uk](mailto:corporatecommunications@northlan.gov.uk)

'S urrainn dhuinn an sgrìobhainn seo a chur ann an diofar chànanan agus chruthan, a' gabhail a-steach clò mòr, braille, cruth claisneachd agus cruthan dealanach agus ruigsinneach.

Gus iartras a dhèanamh, cuir fios gu Conaltradh Corporra air 01698 302527 no cuir fios gu: [corporatecommunications@northlan.gov.uk](mailto:corporatecommunications@northlan.gov.uk)

本文档可以多种语言和格式提供, 包括大号字体、盲文、音频、电子和可访问格式。

如欲提出请求, 请致电01698 302527或发送电子邮件至: [corporatecommunications@northlan.gov.uk](mailto:corporatecommunications@northlan.gov.uk)与企业传播部门 (Corporate Communications) 联系。

Ten dokument jest dostępny w różnych językach i formatach, w tym w formacie elektronicznym, dużą czcionką, w alfabecie Braille'a, w wersji audio i przystępnych formatach.

W celu złożenia zamówienia prosimy skontaktować się z Wydziałem Komunikacji Zewnętrznej telefonicznie na numer 01698 302527 lub na adres e-mail: [corporatecommunications@northlan.gov.uk](mailto:corporatecommunications@northlan.gov.uk)

لیری رب، یئئی اپھج یک فورجے ژبے می م ن ج، ےے می تک س اج یک مہارف می م (سٹیم راف) ن ولکش رواں ون ابزک می ایئگ زی واتس دہی  
- می ہ ل م اش یھب می لکش میئئی اس ر ل ب اق رواک ن رٹک می ل ا، وی ڈ آ، (میئئی اھک ل یک فورجے می وہے رہبے می ل کے دارف ان یب ان)  
رپ سے پ س ای ای ن ی رک ہ طب ارے س زنش یک می ن وی کم ٹی روپ راک رپ 01698 302527 می ان اب رہم سے ئی اب سے می ل کے کے ان رک تس اوخ رد  
می ل می ی: [corporatecommunications@northlan.gov.uk](mailto:corporatecommunications@northlan.gov.uk)

Coatbridge Community Centre

9 Old Monkland Road

Coatbridge

t. 01236 632777

f. 01698 302110

e. Community Centres: [communitycentres@northlan.gov.uk](mailto:communitycentres@northlan.gov.uk)

Schools: [school&facilitybookings@northlan.gov.uk](mailto:school&facilitybookings@northlan.gov.uk)