

2019-20

Glasgow Life Communities Community Facilities Booking Form

SECTION 1: Applicant/Group Details - The individual here is responsible for let and payment

Full Name			
Group Name			
Address			
Post Code			
Email Address			
Contact Number/s			

SECTION 2: Accommodation/Let Details

Community Centre:			
Type of let:			
Accommodation Requested:			

Licenced Event: Yes No

Frequency of Let: One off Daily Weekly
Fortnightly Monthly

Date(s)/ Times requested:	Day	Start Date	End Date	Start Time	End Time

Specific dates your Let is not required: e.g. Public Holidays

Approx. Number of Attendees: Male Female Total

Participant / Attendance Fees Charged: Activity / Daily Weekly
Membership Annual

Additional Information/ set up required:

SECTION 3a: Declaration -Bouncy Castle Conditions (if applicable)

Glasgow Life has to follow guidelines issued by the Health and Safety Executive and the organisations which regulate the bouncy castle industry. A bouncy castle hire company has to provide the following paperwork when using a bouncy castle within a Glasgow Life facility

Please tick

1	The copy of the insurance certificate must show:	A) Employers Liability of £10,000,000	
		B) Public Liability of £5,000,000	
2	A copy of their PAT testing certificate for the bouncy castle blower.		
4	An employee from the company has to stay with the inflatable at all times during the duration of the let.		
5	A copy of the company's risk assessment/method statement.		
6	The Inflatable must be PIPPA tested and we need to see the certificate & check that the tag on the castle corresponds with the certificate. This can be double checked on-line at: www.pipa.org.uk/genuine.html		

**Failing to comply with these conditions will result in you being unable to use Bouncy castle.
Relevant documents must be handed in to facility before let date.**

P.T.O.

SECTION 3b: Declaration -Conditions of Let (if applicable)

It is a condition of this let that you:

Please Tick

1	Are in possession of current public liability insurance	
2	Are in possession of relevant, up to date qualifications relating to your let activity	
3	Are in possession of relevant copyright licences for your activity under the Copyright, Designs and Patents Act 1988	
4	Are in possession of relevant licences under The Children (Performances) Regulations 1968	
5	You have the relevant PAT testing certificates in place for electrical equipment (if applicable)	
6	You have carried out appropriate risk assessments	
7	You are registered with the Care Inspectorate for lets relating to child care activities	
8	You have read and agree to abide by the full terms and conditions of let	

SECTION 3c: Protection of Vulnerable Groups (if applicable)

Protection of Vulnerable Groups (Scotland) Act 2007 (the PVG Scheme)

YES NO

Do you provide organised and supervised activities for children less than 16 years of age and/or protected adults?		
If yes, please answer the following:		
Do you know about the PVG Scheme and are you fully aware of the implications for your organisation?		
Do you know that anyone you recruit to do 'regulated work' (whether paid or unpaid) must not be barred from work with children and/or protected adults?		
It is an offence to use someone in a regulated work position if they are barred. You should therefore ensure they are PVG Scheme members		
Are you registered with CRBS, Disclosure Scotland or with a recognised umbrella body?		
Are people recruited by you into a regulated work position (paid or unpaid) since 28 February 2011 PVG Scheme members?		
Does your group have a Child Protection Policy and/or Protecting Vulnerable Adults policy which incorporates a code of conduct and procedures for responding to concerns?		
Have your leaders had child protection training?		
Does your organisation take all reasonable steps to make sure that children, young people, vulnerable adults and those who work and support them are kept safe during the organisation's activities?		

SECTION 3c: Declaration (continued)

I declare the fore going to be a true and accurate statement and accept responsibility for payment of all charges, including damage to property as the result of occupancy of premises. I understand that all activities must be organised in accordance with Glasgow Life's policy and that failure to disclose any relevant information may lead to the let being cancelled or altered and additional charges may be made. Please also refer to Glasgow Communities, Conditions of Letting Form for full details.

By signing this declaration you have read, understood and agree to all relevant to the terms and conditions of let included above and separately on our Conditions of Letting form.

Signature of Applicant: _____

Date : _____

OFFICE USE ONLY

Charge category of Let (£/per /h)	Standard		Commercial		Community	
Birthday Lets	Deposit		Still to Pay		Paid in full	
Booking Agreed	Yes		No		Let No. to report	

Preferred payment method Review Date

Staff: _____ Date _____ Management Signature: _____ Date : _____

OFFICIAL

Please ensure you have been provided our ([general privacy notice](#)) for a form collecting personal information. You can also see our ([privacy statement](#)) on our website for further details on how we collect, use, share and store personal information.

Specific processing purposes and legal basis: Community Facilities



(controller) who we are:

Glasgow Life, the operating name of Culture and Sport Glasgow, is the controller of personal information collected by us that is necessary for our processing purposes. See [contact us](#) for details of our data protection officer.



Specific (purposes) why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to provide you with the hire of a Community Facility and the subsequent invoicing for the hire. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.



Specific (sharing) who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. Your information will be shared with Glasgow City Council and Arms-Length External Organisations of Glasgow City Council.



Specific (legal basis) for using your information:

Processing your personal information is necessary for the performance of a contract or to take steps to enter into a contract with you.

Processing is also necessary for compliance with legal obligations to which Glasgow Life and/or you are subject, such as Health and Safety, Protection of Vulnerable Groups and other applicable laws as set out in the conditions of let. The processing is necessary for reasons of substantial public interest and is authorised in terms of the Data Protection Act 2018.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

You can see a summary of how [your rights](#) are implemented for each [legal basis](#) used at:

www.glasgowlife.org.uk/privacy-rights



(more information):

You can find more details for Community Facilities at:

www.glasgowlife.org.uk/communities and more information about how we handle your personal information at: www.glasgowlife.org.uk/privacy. If you need help in another format e.g. large print, braille or audio, please ask a member of staff, contact us or visit:

www.glasgowlife.org.uk/accessibility



(contact us):

You can contact our data protection officer about any data protection matter by post at this address: c/o Data Protection, GCC, City Chambers, George Square, Glasgow G2 1DU, United Kingdom; by email at: dataprotection@glasgow.gov.uk; and by telephone on: 0141 287 1055.



HIRE COSTS			2019/20 Charge (£)			
	Space	Time	Commercial (Max)	Commercial (Min)	Standard	Community
Community Facilities	Sports Hall	Per hour	93.30	46.65	23.30	11.35
	Large Hall	Per hour	93.30	46.65	23.30	11.35
	Medium Hall	Per hour	54.00	24.90	12.45	6.40
	Small Hall	Per hour	54.00	18.85	9.40	4.95
<i>Note: The charge for packages, i.e. weddings, socials, concerts and special events will be agreed on application. In some circumstances, depending on the nature of the let, it may be necessary to apply additional staffing charges</i>						

www.glasgowlife.org.uk/communities