



Roystonhill Community Hub Booking Form



Anyone wishing to hire venue & facilities on behalf of an organisation or for their own private use, should complete this form in **PRINT BLOCK CAPITALS** and return it signed to:

Roystonhill Community Hub
174 Roystonhill, G21 2LG
EMAIL: volunteer@spireview.org.uk

This booking remains unconfirmed until confirmation of booking has been received and payment is made in full. Standard terms and conditions of hire are included in this form.

Your Name and/or Organisation name:

Your address:

Number/ Building Name:

Street:

Town/ City:

Postcode:

OFFICE USE ONLY:

Date Recieved:

Invoice no:

Booked on
Outlook:

Confirmed with
hirer?:

Risk Assessment
issued and signed?:

Invoice Address:

Number/ Building Name:

Street:

Town/ City:

Postcode:

Contact Details:

Name:


Telephone:

Mobile:

Email:

Contact will be made via email unless otherwise stated.

 Roystonhill Community Hub

 0141 212 7386

 roystonhillcommunityhub.org.uk





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Details about your let (one off):

Date:

Day:

Time:

How many people in attendance:

Details about your let (regular):

Date(s):

Day(s):

Time(s):

The age range of participants:

How regular is your booking?:

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| Weekly | Monthly | Quarterly | Other: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

WEEKDAY HIRE:

Booking Roystonhill Community Hub benefits from:
Disabled Access, Accessible Toilets, Baby Changing, High-Speed WiFi and a member of staff available at Reception.

| ROOM | COMMUNITY RATE | STANDARD RATE | COMMERCIAL RATE | TICK TO BOOK |
|------------------|----------------------------------|----------------------------|------------------------|--------------|
| | Residents, Community & Charities | Self-Employed & Businesses | All Bookings | |
| HALL 1 (SMALLER) | £17 | £21 | £38 | |
| HALL 2 (LARGER) | £20 | £24 | £43 | |
| HALL 1 & 2 | £34 | £42 | £75 | |
| MEETING ROOM | £12 | £16 | £20 | |
| OFFICE SPACE | Half Day £25 | | Full Day £50 | |

WEEKEND HIRE:

| ROOM | 3 HOURS | 4 HOURS | TICK TO BOOK |
|--|---------|---------|--------------|
| HALL 1 (SMALLER) | £70 | £85 | |
| HALL 2 (LARGER) | £90 | £110 | |
| HALL 1 & 2 | £115 | £135 | |
| OTHER (AS SPECIFIED WITH ROYSTONHILL COMMUNITY HUB): | | | |

All Party Bookings require a **£50 deposit** to be paid, this will be returned given the hall is clean and you are out on time when the party is over.

Please be aware when decorating our halls you **cannot** put anything on the cream walls. Please keep decorations to the doors and grey walls only.

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Signature & Agreement

I declare the foregoing 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 Roystonhill Community Hub's Terms & Conditions and that failure to disclose any relevant information may lead to the let being cancelled or altered, and additional charges may be made.

Signature:

Print Name:

Date: _____

I agree to allow Roystonhill Community Hub to contact me further with the sole reason of reviewing the premises, something that is fully optional:

Yes No

I prefer to be contacted via:

Catering

Roystonhill Community Hub does not offer catering however we do have a cafe based in the building that does. You can contact the Hub on The Hill Cafe for buffet and catering options.

Contact Pauline on 07455216504



Scan the QR Code to visit their Facebook page!



Meeting Room



Office Space




Small Hall



Large Hall

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Conditions of Let:

It is a condition of this let that you:

| DOCUMENTS | TICK |
|--|--------------------------|
| Are in possession of current Public Liability Insurance (if applicable). | <input type="checkbox"/> |
| Are in possession of relevant, up to date qualifications relating to your let activity (if applicable). | <input type="checkbox"/> |
| Are in possession of relevant copyright licenses for your activity under the Copyright, Designs and Patents Act 1988 (if applicable). Confirm that if appropriate, you comply with the requirements of the Protection of Vulnerable Groupss Scotland Act 2007. Guidance and Oblications can be found at: www.disclosure-scotland.co.uk information can also be found at: www.glasgowchildprotection.org.uk | <input type="checkbox"/> |
| Are in possession of relevant licences under The Children (Performances) Regulations 1968 | <input type="checkbox"/> |
| You have relevant PAT Testing certificattess in place for electrical equipment (if applicable) | <input type="checkbox"/> |
| You have carried out appropriate risk assessments. | <input type="checkbox"/> |
| You are registered with the Care Inspectorate for lets relating to child care activitiess (if applicable) | <input type="checkbox"/> |
| You have read and agree to abide by the full terms and conditions of the let. | <input type="checkbox"/> |

Failing to comply with these conditions will result in your let being cancelled.

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Terms and Conditions:

USE OF PREMISES

Must be confined to the uses set out in the booking form. Roystonhill Community Hub has a no alcohol policy. This venue is a non-smoking venue and smoking on site is only allowed in designated areas. It is against the law to smoke inside a public building. Health and Safety should be adhered to at all times.

PARKING AT PREMISES

Please be aware there is limited parking around our Premises. We would request that you and your guests park with sensitivity to the local area and in particular ensure you are not parked on double yellow lines or blocking anyone's driveway/footpaths.

CANCELLATION

If less than 48 hours notice of cancellation is given the Hirer may be liable for 100% of the hire charges. Spire View Housing Association reserves the right to cancel a booking for any reason and at any time before the event, which may be out of its control.

RISK ASSESSMENT – COVID19

Spire View Housing Association has carried out a full Risk Assessment in accordance with Government guidelines in relation to COVID-19. This Risk Assessment will be issued to all let holders and should be read carefully to ensure that you are aware of the procedures and control measures put in place for your safety and for the safety of all members of the public using the Community Hub. Please ensure that you sign and return this risk assessment to Spire View and share this information with all service users attending your group. Failure to comply with these measures will result in your let being cancelled.

PUBLIC LIABILITY INSURANCE

Roystonhill Community Hub/ Spire View Housing Association may require evidence of Public Liability Insurance in the name of the Hirer. If requested, a current copy of your Public Liability Insurance Certificate must be supplied with your booking form. You are responsible for the safety of people entering and inside the building. We strongly advise that you carry out a risk assessment relating to your activity and take out liability insurance cover. Please note that you and / or individual members of your group / party (Management Committee / Board if applicable) are personally liable for the safety of the people attending your event / meeting.

The let holder shall maintain adequate insurance against fire and all other risks covering all property which the let holder may bring into the venue whether such property is the hirers or that for which the hirer is responsible; and covering the let holders liability, statutory and common law in respect of the let holders employee's and members of the let holder's company or organisation, and the let holder's guests and any other individual attending the venue in connection with the let.

ENTERTAINMENT EQUIPMENT

Smoke machines are not permitted in any of our rooms. Bouncy Castles are allowed to be erected within the main hall however Roystonhill Community Hub is not responsible for this in any way. Responsibility lies solely with the hirer and will not be covered by Spire View's insurance in any way. Please enquire at Roystonhill Community Hub or Spire View Housing Association for more information.

DAMAGE AND BREAKAGES

Must be reported to Spire View Housing Association within 24 hours. Hirers undertake to indemnify Spire View Housing Association for any damage – however caused – arising during or in respect of the period of Hire.


CLEANLINESS AND TIDINESS

Hirers are advised that furniture in rooms should be left in the same condition as upon arrival. Rooms and any equipment or appliances used are to be left in safe, clean and tidy condition at all times. Any misuse or costs incurred by Spire View Housing Association in rectifying damage or lack of cleaning / tidying will be charged to the Hirer in full.

FOOD PREPARATION

No food preparation is permitted on the grounds of Roystonhill Community Hub using the kitchen area unless approved beforehand. Any excess food must be disposed of using the external bins and the kitchen left in a clean and tidy manner.

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SAFETY PROCEDURES

Please bring the following points to the attention of members of your group / party:

- The location of emergency exits
- Ensure that disabled members are aware of their route of access
- The position of fire alarms and extinguishers
- The location of the nearest telephone or ensure that at least one mobile is left in a mode suitable for making emergency calls and is fully charged
- The location of the First Aid box – located in the main office.
- Not to attempt to repair or adjust any electrical or other equipment which is not your own responsibility
- Any additional electrical equipment used in a let will require regular PAT testing.
- Roystonhill Community Hub or Spire View Housing Association staff need to be notified of any near miss or accident that happens on its premises, an accident report / record must be completed
- A Risk Assessment must be carried out by the hirer for any high risk activities.
- Passages, corridors and doorways shall be kept clear and free from obstructions at all times.
- The Hirer shall effect and maintain adequate insurance: against fire and all other risks covering all property which the Hirer may bring into the Venue whether such property is the Hirer's or that for which the Hirer is responsible; and covering the Hirer's liability, statutory and common law in respect of the Hirer's employees and members of the Hirer's company or organisation.
- While Spire View is covered by Public Liability Insurance for issues relating to the facility, it is the responsibility of the Hirer to put in place suitable insurance to cover them for activities undertaken during their let.
- The provision of adequate first aid cover for any activity or event is the responsibility of the Hirer.
- Any accident or incident during the period of Let must be reported to the Roystonhill Community Hub or Spire View Housing Association staff immediately.

FURTHER INFORMATION

The person by whom the form is signed must be over 18 years of age and shall be deemed to be the Hirer. Proof of identity / age may be required. Spire View Housing Association reserves the right to refuse any application. The booking will be deemed provisional until confirmed by Spire View Housing Association. All bookings are accepted on a first come first served basis. The Hirer shall only be permitted in the areas they have booked.

If you require further information please contact Reception or any member of Spire View Housing Association staff.


MANAGEMENT

Roystonhill Community Hub is owned and managed by Spire View Housing Association. Registered under the Industrial and Provident Societies Acts Reg No. 2295R(S) and with the Scottish Government No. HAC136. Spire View Housing Association is a Registered Scottish Charity (charity number SC033266).

DATA PROTECTION

Spire View Housing Association Limited (the Association) is fully committed to compliance with the requirements of the General Data Protection Regulation and Data Protection Act 2018 ("the Act") and is a registered Data Controller (number Z6952147). The Association will therefore follow procedures that aim to ensure that all staff who have access to any personal data held by or on behalf of the Association are compliant with its data protection obligations. We collect the information in this form about you to enable us to perform our contractual obligations. You, in turn, are under a contractual obligation to provide the data requested from you to enable performance of the contract when you arrange to book a room with us. We may disclose your information to other third parties who act for us for the purposes set out in this form or for purposes approved by you, unless we have a lawful basis for disclosure, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

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When you give us information we take steps to make sure that your personal information is kept secure and safe. Further information regarding security and storage of data can be found in our Privacy Policy, which is available on request.

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you. You have the right at any time to: ask for a copy of the information about you held by us in our records, ask us to correct any inaccuracies of fact in your information, request that we restrict your data processing, data portability, rights related to automated decision making including profiling, make a request to us to delete what personal data of yours we hold and object to receiving any marketing communications from us. If you would like to exercise any of your rights, make a complaint or contact us regarding the processing of your personal data please contact Gillian Spence on GillianSpence@spireview.org.uk. You should note that your rights under the GDPR and 2018 Act are not absolute and are subject to qualification.

If you remain unsatisfied after your complaint has been processed by us, you also have the right to complain to the Information Commissioner's Office (ICO) in relation to our use of your information. The ICO contact details are: 45 Melville Street, Edinburgh, EH3 7HL. Telephone: 0303 123 1115. Email: Scotland@ico.org.uk. The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.

Spire View Housing Association/ Roystonhill Community Hub or persons authorised by them shall have the right to suspend or cancel any booking at their discretion on any matter which in their opinion does not comply with the terms of these conditions, or which they consider necessary in the interest of safety or to deal with any contingency not covered by the 'Conditions of Let'.

EMERGENCY CONTACT DETAILS

Should you require any further assistance please contact Angie Fraser on:
Telephone: 0141 212 7386
Mobile: 07488275968

Whats On:



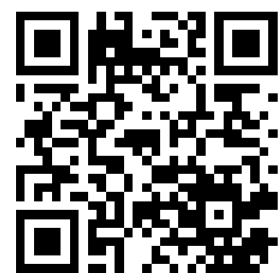
Website:



Facebook:




Twitter:



About Us:



 Roystonhill Community Hub

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