

Dumfries and Galloway Council
Children, Young People, Lifelong Learning
**SCHOOL LET FUNCTION/SPECIAL EVENT
BOOKING FORM**

www.dumgal.gov.uk/schoollets

Association /Club Name (if applicable)						
Applicant Name						
Address 1		Office held (if applicable)				
Address 2		Telephone				
Address 3		Mobile				
Postcode		E-mail				
Invoice/Payee Name (if different to above)						
Address 1		Office held (if applicable)				
Address 2		Telephone				
Address 3		Mobile				
Postcode		E-mail				
Venue/School Name						
Area(s) Requested		Day	Start Date	End Date	Start Time	End Time

Special Requirements/Equipment Layout					
Purpose/Nature of Booking					
About the Event					
Please state purpose and what activities will be taking place? (Please provide as much information as possible).					
		Y		Notes for 'Yes'	
Will tickets be sold to attend this event?					
Will alcohol be sold at this event?				The hirer is responsible for obtaining relevant licence i.e. gaming, public performance, alcohol, etc., for the intended activity/event in advance of submitting an application for let. Information on timescales and license application documentation is available at: http://www.dumgal.gov.uk/licensing	
The hirer is responsible for the provision of stewards/security staff for the maintenance of good order at the event for which the facility has been let. Please confirm details of stewarding/security measures shall be submitted prior to the event.				Detailed arrangements of the proposed security staff, confirming first aid training and any official body memberships, shall be submitted no later than 1 week prior to the event to provide duty facility staff contact details for the event.	
Smoking is prohibited in all Council premises and surrounding areas. All facility users are required to adhere to the Smoking, Health & Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006. Failure to comply with the law is a criminal offence. The Steward shall ensure that this Policy is adhered to at all times.				Individuals may be fined a fixed penalty of £50 for smoking within no smoking premises. The hirer or person in charge of any group/organisation using no smoking premises could also be fined a fixed penalty of £200 for allowing others to smoke on no smoking premises.	

Will food be prepared or heated within the venue as part of the event?		To observe the Food Safety Act 1990 and any subsequent related regulations, all catering requirements for the purpose of the event shall be overseen by Dumfries and Galloway Council catering supervisors when the use of kitchen facilities is requested by hirers. Kitchen application is available http://www.dumgal.gov.uk/CHttpHandler.ashx?id=18464&p=0
Please confirm copy of the hirer's public liability insurance is being submitted with this booking form.		When an event is open to the public, the hirer is required to take out public liability insurance and the premises are let on the understanding that this will be done.
Will gambling take place during the event?		The hirer is responsible for obtaining relevant licence i.e. gaming, public performance, alcohol, etc., for the intended activity/event in advance of submitting an application for let. Information on timescales and license application documentation is available at: http://www.dumgal.gov.uk/licensing
Will under 18's will be present at this event?		If you are you an individual or organisation working with children under 18 years of age, please refer to Child Protection section on the Dumfries and Galloway Council webpage: http://www.dumgal.gov.uk/CHttpHandler.ashx?id=18463&p=0
Please tick to confirm if :		
Submitted Child Protection Declaration (Form E) or your Child Protection Policy with this form		Y/N
Selling items/goods at the event		Y/N
Equipment brought in for use has been subject to relevant PAT checks		Y/N
Health & Safety/Risk Assessment check meeting arranged direct with facility		Y/N

Declaration

I have read and agree to abide by the Council's Terms and Conditions of School Let.

The parties accept these terms and conditions are reasonable and fair for inclusion in any agreement of this nature and in the absence of a signature.

Dumfries and Galloway Council accepts no responsibility for any loss or damage, including personal injury or death, shall the facility prove to be unsuitable for the hirer's intended use. The hirer shall be deemed to have been satisfied in this respect prior to the let commencing.

The hirer is required to take out appropriate insurance to cover their specific activities and to cover loss or damage of property belonging to the Hirer, Dumfries and Galloway Council and person's participating at the event or members of public and to cover death or injury of persons in the building during the period of let.

When an event is open to the public, the hirer is required to take out public liability insurance and the premises are let on the understanding that this will be done. Copy of the hirer's public liability insurance shall be submitted with the booking form.

The hirer shall indemnify Dumfries and Galloway Council against any loss or damage as described within these conditions.

Signature of Hirer			
I confirm I am over the age of 18	Yes	<input type="checkbox"/>	No

Please return completed form/s allowing at least 14 days' notice of start date and prior to school holidays by email to schoollets@dumgal.gov.uk or send to: School Lets, Education Support Service, St Teresa's Education Centre, Lochside Road, DUMFRIES, DG2 0DY

SCHOOL/CYPLL USE ONLY

Date received:		Core janitor hours:	Y / N		
Please indicate <u>additional</u> requirements as a result of let below					
Janitorial hours:		Cleaning hours:		School Facilities Team Leader notified of clean:	Y / N
*** MUST BE COMPLETED IN ALL CASES***					
Facility Assistant (Janitor)/Amev Manager notified dates/times required and agreed to let or cover sourced					Y / N
FA/Janitor (s) providing cover:					
VAT exempt:	Y / N	Child protection declaration supplied :	Y / N	PVG checked:	Y / N
Insurance details submitted and checked (if applicable for activities undertaken by hirer):				Y / N	
Public Liability insurance details submitted and checked if event is open to the public:				Y / N	
Employers' Liability insurance details submitted and checked where appropriate:				Y / N	
Headteacher approved:	Y / N				
Provide reason if declined:					
Additional comments/conditions:					
HT Signature:				Date:	
Logged by:		Booking ID:		Date confirmation/refusal sent:	

(Form B - Jan 2017)