

the bridge

DUMFRIES LEARNING TOWN

Room Booking Form – External

Organisation / Company Name									
Is this a COMMERCIAL or NON PROFIT making organisation									
Applicant Name									
Address 1			Office held (if applicable)						
Address 2			Telephone						
Address 3			Mobile						
Postcode			Email						
Invoice / Payee Name (if different to above)									
Address 1			Office held (if applicable)						
Address 2			Telephone						
Address 3			Mobile						
Postcode			Email						
APPLICATION DETAILS									
Event Details									
Purpose / Nature of Booking									
Day	Start Date		End Date		Start Time		End Time		
Regular Bookings	Weekly		Monthly		Other				
Type of Area requested									
Approx Numbers	U18s / 60+		Adults		Is there a charge to attend? Yes / No If Yes, how much £				
Special Requirements / Equipment Required (screens, laptops, urn) / Layout Required / Dates not required / Etc.									

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:

https://www.dumgal.gov.uk/media/18463/Form-Child-and-vulnerable-group-protection-declaration/pdf/Child_Vulnerable_Group_Protect_march_2016.pdf?m=636051175407830000

Please tick if you have included the Child Protection Declaration Form E or your Child Protection Policy

Sports clubs/organisations may be entitled to VAT exemption if you meet the criteria and have relevant documentation, please refer to VAT Exemption section on the Dumfries and Galloway Council webpage

<https://www.dumgal.gov.uk/media/18461/Form-VAT-Exemption-for-school-lets/pdf/0047-17-Form-D-School-Let-Vat-Exemption-Form-Jan-2000.pdf?m=637641833562830000>

Please tick if you have included VAT exemption form and relevant supporting document evidence. If you are unsure if you qualify for VAT exemption, please contact: thebridge@dumgal.gov.uk

Please confirm if selling items / goods Yes / No

Please confirm equipment brought in has been subject to relevant PAT checks Yes / No

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.

You must provide a copy of your insurance certificate with your application form.
 You must ensure the cover provided will still be valid on the date(s) of the Let.
 I have included a copy of my insurance certificate with my application. Yes / No

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.
 (tick if PL Certificate enclosed)

You must provide a copy of your PL insurance certificate with your application form.
 You must ensure the cover provided will still be valid on the date(s) of the Let.
 I have included a copy of my PL insurance certificate with my application. Yes / No

Declaration

I agree to ensure all organisers of the Let are aware of and enforce the Scottish Government COVID 19 guidelines current at the time of the Let.
 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					
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I confirm I am over the age of 18 years	Yes		No		
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Please return completed form(s) by email to thebridge@dumgal.gov.uk or send to:
Bridge Booking Form
The Bridge
Glasgow Road
Dumfries
DG2 9AW.

For information on how the Council Uses personal data, and to know more about your information rights including who to contact if you have a concern, please follow this link: <http://www.dumgal.gov.uk/article/15129/Data-protection>