



The Reidvale Neighbourhood Centre

13 Whitevale Street, Glasgow, G31 1QW Tel: 0141 554 5315

COMMERCIAL BOOKING FORM 2019

PART A

Company Detail:	Invoice Detail:
Contact name:	Contact name:
Organisation:	Organisation:
Address:	Address:
Telephone:	Telephone:
Fax:	Fax:
Email:	Email:
	Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Purchase Order No. _____

Please tick which facilities you wish to use:

- Main Function Suite
- 1st Floor Multi Function Suite
- Community Learning Suite 1 2 3 Rooms
- Community Café Area
- Catering Facility Required
- Bar Facility Required

Please tick if you require any of the following:

- Laptop Qty _____
- Projector Qty _____
- PA System Qty _____
- Flipchart(s) Qty _____
- TV & DVD Qty _____
- Other _____

Your required Date(s)/Time(s):

Type/Name of Event	
Preferred Day/Date	
Start Time	
Finishing Time	
Number of People	

Do you require Access for Set-up? Yes* No * _____

Do you require any Catering? Yes* No * _____

Do you require a Bar Facility? Yes* No * _____



The Reidvale Neighbourhood Centre

CONDITIONS OF LET

THE HALL IS HIRED OUT ON THE FOLLOWING CONDITIONS:

1. The hirer will receive a complimentary One Hour to set-up and decorate the hall, should any extra hours be needed or access to the premises the hirer will incur and extra cost of **£15.00 per hour**.
2. Should the booking be cancelled any payment made or due invoice will be returned only if 28 days notice is given.
3. The hirer must inspect the premises before his/her guests enter and satisfy him/her that the premises are safe and suitable.
4. The hirer shall be responsible for the safe conduct of all those attending his/her functions and that numbers do not exceed the maximum numbers permitted by the Fire Safety Officer.
5. The hirer must comply with any instructions issued by the Caretakers or The Reidvale Neighbourhood Centre representative.
6. The hirer will arrange for all guests, caterers etc. (Cold buffets only) to have vacated the premises by the agreed time.
7. The hirer must ensure that he/she is on the premises at all times and that no persons under 18 years of age are left unsupervised.
8. Please note it is against the law for persons Under 18 years of age to consume alcohol on these premises. Please ensure this does not happen at your function otherwise the staff will be instructed to terminate the function IMMEDIATELY and no refund will be made.
9. In the event of dangerous or rowdy behavior the Caretakers have been instructed to: **CONTACT THE POLICE AND CLEAR THE HALL.**
10. The Reidvale Neighbourhood Centre does not permit 18th Birthday Parties within the centre and will reject any booking made for such events, anyone found booking 18ths under another event will be terminated, no refund given and future use suspended.

ANY DAMAGE OR BREAKAGES SHALL BE THE RESPONSIBILITY OF THE HIRER. ANY CONTRAVENTION OF THE ATTACHED CONDITIONS SHALL LEAD TO PERMANENT WITHDRAWAL OF THE FACILITY.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS AND AGREED TO COMPLY WITH THEM.

Signed _____

Date ____ / ____ / ____

Print _____

Pricing Tariff

		Price/Hr
Function suite		£45.00 per hour
Multi Function		£40.00 per hour
Learning suite	1 Room	£35.00 per hour
	2 Rooms	£30.00 per hour
	3 Rooms	£25.00 per hour
Community Café		£30.00 per hour

Equipment Hire Pricing Tariff

TYPE OF EQUIPMENT	Hourly Charge	Number of Hours Required	Total Charge
Flipchart	£3.00		
Flipchart paper (price per pad)	£8.00		
Flipchart pens	£2.00		
Laptop	£5.00		
Projector/TV	£30.00 Half Day		
	£35.00 Full day		
PA system	£40.00 Half Day		
	£45.00 Full day		

All items are subject to availability. Please complete the "Number of Hours Required" column to indicate your wish to hire this equipment.