



# The Reidvale Neighbourhood Centre

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

## COMMUNITY BOOKING FORM (2019)

### PART A

|                        |
|------------------------|
| <b>Hirer's Details</b> |
| Contact name:          |
| Address:               |
| Post Code:             |
| Telephone:             |
| Email:                 |

Please tick which facilities you wish to use:

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

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

|                                |  |
|--------------------------------|--|
| Type of Event or Name of Event |  |
| Preferred Day and Date         |  |
| Start Time                     |  |
| Finishing Time                 |  |
| Number of People at Event      |  |

**Your Entry Time will be** (1 hour free set up before start time) \_\_\_\_\_

Do you require Extra Access for Set-up?  Yes  No \_\_\_\_\_

Do you require any Catering?  Yes  No \_\_\_\_\_

Do you require a Bar Facility?  Yes  No \_\_\_\_\_

Updated Bar Price List Provided?  Yes  No \_\_\_\_\_

Do you require any equipment?  Yes  No \_\_\_\_\_



# The Reidvale Neighbourhood Centre

## CONDITIONS OF LET

1. When booking a 20% Deposit is required, no booking can be considered accepted until the hirer makes a deposit and felt in this form.
2. Should the booking be cancelled the deposit or any payment made will be returned only if 28 days notice is given.
3. The balance must be paid in full 28 Days before the hirer is granted access to the hall.
4. 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.
5. The hirer must inspect the premises before his/her guests enter and satisfy him/her that the premises are safe and suitable.
6. 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.
7. All children aged 12 years and under must be off the premises by 10.00pm
8. The last order at the bar is at 11.20pm and the bar will close at 11.30pm. Although this will be announced prior to the closure of the bar the hirer is responsible to inform his/her guests about this.
9. Last record will be played 11.40pm.
10. For afternoon booking (Christening/Communion) the last order at the bar is 40 minutes prior to the finish time and the bar close 30 minutes prior to the finish time and the last record will be played 20 minutes prior to finish time.
11. The hirer must comply with any instructions issued by the Caretakers/Bar Staff or The Reidvale Neighbourhood Centre representative.
12. The hirer will arrange for all guests, caterers etc. to have vacated the premises by 11.30pm.
13. 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.
14. 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.
15. In the event of dangerous or rowdy behavior the Caretakers have been instructed to: CONTACT THE POLICE AND CLEAR THE HALL.
16. The Reidvale Neighbourhood Centre does not permit 18<sup>th</sup> Birthday Parties within the centre and will reject any booking made for such events, anyone found booking 18<sup>th</sup> 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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name \_\_\_\_\_

### Pricing Tariff

|  | <b>General</b>                  | <b>Community</b> |
|--|---------------------------------|------------------|
| <b>Function suite/Weekend Function 5hrs</b><br>Friday & Saturday from 7pm-12pm<br>Sunday from 12noon – 5pm | £170.00                         | £170.00          |
| <b>Function suite</b>  | £30.00 per hour                 | £20.00 per hour  |
| <b>1<sup>st</sup> Floor Multi Function</b>   | £25.00 per hour                 | £15.00 per hour  |
| <b>Learning suite</b>  |                                 |                  |
| <b>1 Room</b>  | £25.00 per hour                 | £15.00 per hour  |
| <b>2 Rooms</b>   | £20.00 per hour                 | £10.00 per hour  |
| <b>3 Rooms</b>   | £15.00 per hour                 | £7.50 per hour   |
| <b>Kitchen</b>   | £30.00 per hour                 | £30.00 per hour  |
| TYPE OF EQUIPMENT  | Hourly Charge                   |                  |
| <b>Flipchart</b>   | £3.00                           |                  |
| <b>Flipchart paper</b> (price per pad)   | £8.00                           |                  |
| <b>Flipchart pens</b>  | £2.00                           |                  |
| <b>Laptop</b>  | £5.00                           |                  |
| <b>Projector/TV</b>  | £30.00 Half Day/£35.00 Full day |                  |
| <b>PA system</b>   | £40.00 Half Day/£45.00 Full day |                  |

| <b>Total Event Cost</b> | <b>Rate</b> | <b>Hours</b> | <b>Totals</b> |
|-------------------------|-------------|--------------|---------------|
| <b>Hall Hire</b>        |             |              | £             |
| <b>Additional Hours</b> |             |              | £             |
| <b>Catering</b>         |             | n/a          | £             |
| <b>Other</b>            |             |              |               |
|                         |             | <b>TOTAL</b> | £             |