**Booking Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Areas required** | Thomson Room Y/N  | 3G Pitch Y/N  | Kitchen Y/N  | Dressing Rooms Y/N |
| **Event** |  | **Numbers Attending****(Inc. Age Group)** |  |
| **Club/organisation name and applicant’s** **address, postcode for invoice**  |  |
| **Telephone no.** |  | **Email address** |  |  |
| **Person responsible** (to be on site at all times)  |  |
| **Date(s)** | **Time from:** include set-up  | **Time to:** include time to take down | **Important notes**  |
|  |  |  | Booking deposit: A deposit of £50 is payable on booking. This deposit will be retained by BRCFT and deducted from the outstanding balance. Additional charges will be made as follows: If the room or pitch is left in an unsatisfactory condition, cleaning costs to be assessed, i.e. unreasonable cleanliness, large volumes of refuse not removed, etc. Abusive language or threatening behaviour towards BRCFT personnel **will not be tolerated**. You will be asked to leave the premises and may be reported to the Police. There is NO ALCOHOL allowed either in or around the pavilion, or on the pitch. There is also a strict no smoking policy around the ground. |
|  |  |  |
|  |  |  |
|  |  |  |

Public Liability Insurance cover is required by all clubs, organisations and individuals who may, by their actions or omissions, cause others harm whilst in the building. If a hall user cannot or does not produce proof of cover, a fee will be levied for this purpose - 10% of the halls hire charge. **Please tick relevant box below.**

☐ A copy of our insurance certificate is enclosed

No football boots of any description will be allowed within the Thomson Room.

For a pitch booking please refer to the website for information on the correct footwear to be worn on the pitch.

**Do you require the use of any equipment?**

Computer projector: **YES/NO**

TV monitor: **YES/NO**

Footballs/goals: **YES/NO**

☐ **Please tick this box to confirm that you have read the Conditions of Let.**

I agree to be bound by the Conditions of Let and Hire Charges Schedule issued to me and agree that the delivery of the Confirmation of Let will be the binding acceptance of this booking.

The information provided by you will be used in processing your application for a booking with BRCFT. In terms of the Data Protection Act 1998, you are entitled to know what personal information is held about you on payment of a fee of £10.00.

Application should be made to:

Sandy Thomson

Chairperson, BRCFT

The Stadium, Davie Park, Rattray, Blairgowrie PH10 7BS

sandythomson1949@gmail.com

07511321405

**Declaration:** I authorize the use of my personal information for the above stated purpose.

Print or Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DECLARATION

**PLEASE RETURN THIS FORM TO:**

Bookings Officer

 Email: fdo@brcft.org.uk



For office use only

**CHARGES APPLICABLE TO THIS BOOKING ARE AS FOLLOWS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area**  | **Times**  | **Duration**  | **Rate**  | **Charges**  |
|  |  |  |  | Hire  |  |  |
| Kitchen  |  |
| Thomson Room |  |
| 3G Pitch 1/3rd |  |
| 3G Pitch Full |  |
|  |  |
|  |  |  | Total  |  |

 Date Received Date Confirmed Authorised

# **Conditions of Let**

Blairgowrie & Rattray Community Football Trust (BRCFT) reserves the right to amend these rules and conditions, and also to make any additional rules and conditions as necessary to ensure good governance of the hall.

1. A let will not be confirmed until the official Booking Form has been completed and submitted at least 14 days prior to the event taking place, and the booking deposit paid. Confirmation will be provided.
2. BRCFT reserves the right to request a deposit at the time of booking.
3. The hirer is responsible for compliance with the terms of let and any other legislative or regulatory requirements, including damages and condition of the hall.
4. The hire charge covers the provision of heating, normal lighting, and normal cleaning in connection with the let. An additional charge will be levied if the facilities are not left clean and in good order, particularly Thomson room/Kitchen/Pitch Area An inspection may be carried out by staff at the end of the event.
5. The normal opening hours of the Facility are from 9.00am until 10.00pm. Unless prior permission has been obtained from BRCFT. The Facility must close at a time to comply with our Lease terms. Which is 22.00. Depending on the event it might be necessary to end at 21.45 to allow for cleaning and all participants to be off the premises by 22.00.
6. BRCFT reserves the right to cancel any let, without need to pay any compensation for such cancellation if; (1) it believes that these Conditions are not likely to be adhered to, (2) operational performance prevents an event taking place, (3) if BRCFT management feel the event is or is getting out of control.
7. In the event of cancellation by the applicant of a confirmed let, a percentage of the hire rate may be payable as detailed in the charges schedule.
8. The applicant will be held personally responsible for payment of all charges in respect of the let.
9. BRCFT staff will be responsible for the setting up or packing away of tables and chairs and will not normally be in attendance during the period of let.
10. Organizers will be met at the stated start time of the event (on the booking form) and again at the end of the event to ensure the Facility has been left in a satisfactory condition. If a member of staff is required to be in attendance a charge will be made.
11. The hirer is responsible for any damage to the Rooms, Pitch, Toilets furniture or fittings and any property lost as a direct result of the event taking place and will be required to meet the cost of reparation in full. Any damage which is not disclosed could result in the retention of some, or all, of the recoverable deposit. If required, the applicant may inspect the premises at the commencement of the let to verify the condition of furniture and fittings. The hirer remains responsible for the cost any damages or cleaning in excess of the deposit.
12. The FACILITY should not be sub-let.

The applicant should arrange for the correct amount of qualified personnel of the group/team prior to the event commencing. Organisers of an event should acquaint themselves with the position of fire points, emergency exit doors.

1. Smoking is not permitted in any part of the FACILITY. During an event, it is the organizer who is responsible for ensuring those attending does not smoke. Enforcement officers can issue a £200 fine to the organizer and also £50 fine to each individual committing the offence.
2. Anyone found using drugs will be reported to the police.
3. The hirer is responsible for any damage to the facility, furniture or fittings and any property lost as a direct result of the event taking place and will be required to meet the cost of reparation in full.
4. No equipment will be hired out or loaned out from the facility without prior agreement. It is the responsibility of the organizer to arrange for first aid facilities/personnel throughout the duration of the event.
5. BRCFT will not be held responsible for any damage, injury, loss of goods or property brought into or left at the facility by the applicant or any persons attending the event.
6. Please note that during your let, the Groundsman, BRCFT Board Members, their employees, or representatives (including workers) may require access to the area you are using. Every effort will be made to minimize disruption.

# **Additional Information**

HIRE CHARGES:

1. Cancellation Fee - 50% of the facility charge may be payable if an event is cancelled within 4 weeks of its intended date. The full hire charge will be payable if the event is cancelled within 1 week, or the organizers do not turn up for an intended let.
2. BRCFT will decide into which category a Let falls.
3. Public Liability Insurance will be charged at 10% of the hall hire fee (not including ancillary costs). This charge is waived when users provide a copy of a current insurance certificate with the completed booking form to our Administration Manager.
4. Kitchen: The use of the cooker will be subject to an additional charge of £5.00 per hour throughout the let.

## SPECIAL EVENT ARRANGEMENTS:

BRCFT reserves the right to cancel any event where it considers appropriate arrangements are not in place to ensure the safety and enjoyment of those attending or the security of the facility.

## TIMES OF HIRE:

As indicated on the booking form, the access and departure times are inclusive of preparation and clearing up. Appropriate measures should be taken to ensure these times are strictly adhered to. If the booking exceeds the stated times further charges will be incurred. You may request via the bookings co-coordinator for access prior to start times to unload equipment. Times for this must be agreed with the administrator and will be subject to availability and further charges.

## BRCFT STAFF RESPONSIBILITIES:

The Groundsman and any BRCFT members of staff retain authority over the facility and any functions, and all requests made by him/her must be immediately adhered to.

## GENERAL INFORMATION:

Full compliance with these conditions is necessary to satisfy the safety and enjoyment for everyone taking part. If in the opinion of the Groundsman or a BRCFT representative, it appears an event is not under the full control of the organizer at all times will be immediately cancelled. The Police may be called to assist if this happens. Compliance with this will ensure the safety and enjoyment of users.