



YMCA Building Booking Form

Name and Organisation (if applicable):	
Address:	
Postcode:	
Contact No:	Email:

	Please note all bookings will be in units of complete hours (i.e. 2-4 pm or 2.30-4.30pm). We do not take half hour bookings.	Please indicate <u>Date</u> and <u>times</u> of hire including setting up and tidying away (this allows us to ensure no overlap of bookings).
Large Hall	£15 per hour	
Youth/Community Area (Small Hall)	£10 per hour	
Use of the Kitchen	£10 up to 4 hours	
All of the above: Large Hall, Youth/Community Area and Kitchen – Full Day (up to 8 hours)	£200 (£150 – voluntary organisations)	
All of the above – Half Day (4 hours)	£100 (£75 - voluntary organisations)	
Hot Desk/ Meeting Room	£3 per hour £20 per 8 hours	
Childrens parties (please enquire if you plan to have a bouncy castle)	£35 for 3 hours	
Youth Groups	£6 per hour per space	

Please indicate here the purpose of the hire -

Payment can be made by BACS to: Go Golspie - **Account No: 14544365. Sort Code: 80-22-60**

I have read the Terms and conditions of the let and agree to abide by them.
 I agree to read the Fire Safety information, abide by Fire Safety instructions and inform all users about them.
 I confirm all health and safety requirements and (if applicable) food hygiene permits are in place.
 I confirm the appropriate safeguarding policies, insurance and Disclosure Scotland PVG scheme requirements are in place and up to date.
 I confirm any electrical equipment being used in the building has been inspected and tested if required.
 I agree to complete a Risk Assessment ahead of the activity which I understand Go Golspie Development Trust may request to see.
 I agree not to enter the building out with my permitted booking time.
 I confirm any bouncy castle hire used in the building will match the required £10 million public liability insurance.
 All information is available in the Building and on the YMCA page of GG website www.gogolspie.co.uk.

Signed:	Dated:
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