



YMCA Building Booking Form

Name and Organisation (if applicable):

Address:

Postcode:

Contact No:

Email:

Please indicate here the purpose of the hire -

YMCA Building Space	Please note all bookings will be in units of complete hours (i.e. 2 - 4pm 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	Non-Voluntary Organisations - £17 per hour Voluntary Groups/ Individuals - £15 per hour	
Small Hall	Non-Voluntary Organisations - £11 per hour Voluntary Groups/ Individuals - £10 per hour	
Use of the Kitchen	£10 up to 4 hours	
All of the above: Large Hall, Small Hall and Kitchen – Full Day (up to 8 hours)	Non-Voluntary Organisations - £220 Voluntary Groups/ Individuals - £150	
All of the above: Half Day (4 hours)	Non-Voluntary Organisations - £110 Voluntary Groups/ Individuals - £75	
Hot Desk/ Meeting Room	Non-Voluntary Organisations - £4 per hour/£25 for 8 hrs Voluntary Groups/ Individuals - £3 per hour/£20 for 8 hrs	
Childrens parties (please enquire if you plan to have a bouncy castle)	£35 for 3 hours	
Youth Groups	£6 per hour per space	

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:

GO GOLSPIE BOOKING FORM YMCA BUILDING

Go Golspie is a Scottish Charitable Incorporated Organisation NO: SC046438
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Email: ymca@gogolspie.co.uk