

Stromness Community Centre and Town Hall Booking Form

How to Book

Completed forms should be returned to Centre Supervisor at Stromness Community Centre. The contact details are: Email anita.park@orkney.gov.uk or telephone 01856850712.

You will receive confirmation of your booking by email.

Name of Club/Organisation:

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Booking made by:		Invoice to be sent to:	
Name:		Name:	
Position:		Position:	
Address:		Address:	
Postcode:		Postcode:	
Email address:		Email address:	
Phone number (daytime):		Phone number (daytime):	
Phone number (evening):		Phone number (evening):	
Mobile phone number:		Mobile phone number:	

Booking title (e.g. U15 training):		Junior or Senior:	
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Activity:	Start date:	End date:	Number of weeks:	Day:	Time:

Exclusion dates:	
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Facilities required:

Community Centre:		Town Hall:	
Nursery Hall.		Main Hall.	
Coffee bar/reception.		Kitchen.	
Activity Room.			
Games Hall.			
Snooker room.			

Equipment required/set up:

Football goals (Centre).		Tables (both) (number).	
Netball posts (Centre).		Chairs (both) (number).	
Badminton posts and nets (Centre).			
Additional equipment/information:			

Child protection – for junior bookings only

I Confirm that all coaches and volunteers working for/ with our team have a current, satisfactory disclosure check, and hold an appropriate qualification.	
This is the responsibility of the Club/Group.	
Does your club have a Child Protection Policy and Officer in place?	
For all clubs with junior members please provide Officer's name.	

Club/Group Insurance

Please provide details of Club/Group insurance held.	
Policy provider.	
Policy number.	
Copies of documentation may be requested to be held on file.	

COVID Requirements

Does your club have a COVID coordinator/officer?	
Please provide name.	
Has your Club undertaken a COVID risk assessment?	
Please submit COVID risk assessment with booking form.	

Declaration

I have read and understood the conditions of hire and agree to abide by them. I will not infer that by submission of this application form, the booking will be accepted. I agree that this application is provisional, subject to availability of facilities, until confirmation has been made. I understand that if I cancel with less than seven days' notice, I will be charged in full.	
Sign:	

Print:	
Date:	

Terms and Conditions of Use

- Confirmation of booking is conditional on adherence to Scottish Government Guidelines with regards to COVID-19 hygiene and safety practices.
- Anyone displaying symptoms of COVID-19 must not be allowed access.
- Clubs must have a COVID pack at their sessions which includes masks, gloves, hand sanitiser, antiseptic wipes, disinfectant spray.
- Clubs must have a COVID Coordinator/ Officer.
- Clubs must submit COVID Risk Assessment.
- A contact register for Test and Protect must be implemented by the hirer and passed on to the Centre and Town Hall staff where it will be kept secure for 21 days and then destroyed
- The let will be authorised by the Stromness Community Centre management, and will be subject to the charges in force at the time of the hire as set by Orkney Islands Council.
- Time must be allocated within the let period to allow for preparation and cleaning up. All users are asked to co-operate fully with this to ensure no booking overruns, any booking that overruns will be charged accordingly.
- Only areas for which the booking is made for may be used.
- Groups using the facilities must familiarise themselves with the fire regulations and emergency plan for the building, and keep a register of all attendees.
- Persons or organisations to whom the booking has been granted will be held responsible for the good conduct of all present during the period of the let, and for the preservation and good order of the area around Stromness Community Centre and Town Hall
- All fire exits and corridors must remain clear at all times.
- The premises must be left in good order and condition with all moveable equipment being stored correctly.
- Strictly no items are to be fixed to the walls using any kind of adhesive, nails, drawing pins, blue tac, sticky tape or screws. Please use notice boards in place to attach any items using drawing pins/ blu tac. Any damage caused will result in an additional charge.
- Moving of tables and chairs is the responsibility of the hirer.
- In the case of a booking, function/wedding that operates out with the normal operating hours of the Stromness Community Centre and Town Hall there will be a need for a member of the centre staff to provide security for the building, unless a delegated person has attended a fire safety/ health and safety induction. The cost of additional stewarding will be covered by the hirer.
- Smoking will not be permitted in any area of the building.

- The management strongly recommends that for the protection of the group members hiring its facilities, the group has Public Liability Insurance to cover injury and property damage to third parties as a result of their negligence.
- The Stromness Community Centre and Town Hall is not responsible for any equipment or valuables left in any part of the facility. It is recommended that each group makes their own arrangements for the safekeeping of valuables

Data Protection Privacy Notice

We require the information on this form in order to process your booking application. Providing this public service is the legal basis for the Council’s lawful processing of your personal information. The information may be shared within the local authority.

The information relating to this application will be retained for the period stated in the Council’s retention and disposal schedule. For more information about how we process information, please contact us or visit <https://www.orkney.gov.uk/Online-Services/privacy.htm>.

For Office use only:

Scuba contract reference:							
Date booking received:		By:					
Confirmed booking:		By:					
Following information provided:							
Copy of COVID risk assessment:		COVID Officer:		Insurance Details:		Child protection information:	