



# Booking form for the hire of Summerlee Photomedia Facilities

Dear Applicant

Thank you for your request to hire a facility from NLC. Please complete this form. Should you require any further information or have any questions about the completion of this form, please contact the office as detailed below for assistance.

Attached to this Booking Form are the Conditions of Let which must be read and agreed by the person responsible for the hire and payment. Please let us know if you have not received this information.

Thank you again for your enquiry and we look forward to being of service to you. On completion please return to the office indicated below.

## 1. DETAILS OF PERSON RESPONSIBLE FOR BOOKING ON BEHALF OF GROUP OR INDIVIDUALS

|                                |         |
|--------------------------------|---------|
| 1.1 Full Name                  |         |
| 1.2 Organisation               |         |
| 1.3 Home/Organisation Address: |         |
| Post Code                      | Tel No. |
| 1.4 Email Address              |         |

## 2. DETAILS OF DATES/ROOM(S) REQUIRED

2.1 Rooms, times and prices (unstaffed)

|                       |     |    |  |
|-----------------------|-----|----|--|
| Date(s) /Time of Hire |     |    |  |
| Changing facilities   | Yes | No |  |

Please note – ALL PRICES INCLUDE VAT

| Photographic Studio / Multi Purpose Room | Non Comm | Comm    | Price Rate |
|--|----------|---------|------------|
| For 2 hours                              | £35.00   | £42.00  |            |
| Per ½ day (3 hours)                      | £46.00   | £58.00  |            |
| Per day (6 hours)                        | £93.00   | £115.50 |            |
| Darkroom* (chemicals provided, no paper) | Non Comm | Comm    | Price Rate |
| Individuals minimum hire for 2 hours     | £13.00   | £14.00  |            |
| Per ½ day (3 hours)                      | £32.50   | £42.00  |            |
| Groups – Per day (6 Hours)               | £64.00   | £80.00  |            |
| Video Editing Suite – Final Cut Pro      | Non Comm | Comm    | Price Rate |
| Per Hour                                 | £17.00   | £18.00  |            |
| Per ½ day (3 hours)                      | £42.00   | £46.00  |            |
| Per day (6 hours)                        | £76.50   | £97.00  |            |

**N.B. Non Commercial rates apply to students and not for profit use. Weekday/ends opening from 10am to 3.45pm**

## 3. ABOUT YOU / HIRER

3.1 Are you an individual or an organisation working with children under 18 years of age?

|     |  |    |  |
|-----|--|----|--|
| Yes |  | No |  |
|-----|--|----|--|

3.2 Will under 18s be present?

|     |  |    |  |
|-----|--|----|--|
| Yes |  | No |  |
|-----|--|----|--|

3.3 Is your group or organisation registered with NLC Child Protection database?

|     |  |    |  |
|-----|--|----|--|
| Yes |  | No |  |
|-----|--|----|--|

If 'YES' please give your registration number:

|  |
|--|
|  |
|--|

If 'NO' please see 'Conditions of Let' under Section 9.

## 4. EVENT DETAILS

4.1 Layout requirements for photographic studio / Multi Purpose Room (tables/chairs/flip chart/computer/AV equipment):

|  |
|--|
|  |
|  |

Domestic pets included in hire?

|     |  |    |  |
|-----|--|----|--|
| Yes |  | No |  |
|-----|--|----|--|

## 5. CONDITIONS OF FACILITY/EQUIPMENT USE

The users of this facility and the equipment or kit connected therewith, by making this booking undertake to use the facility and equipment/kit for legal and appropriate purposes only and understand that if they are found to be using the facilities, equipment or kit for illegal or inappropriate purposes, then they will not only be disqualified from using NLC facilities on future occasions but may, depending on the gravity of the infringement, be reported to the police for prosecution. The Active and Creative Communities Manager will be the sole judge of what constitutes "illegal or inappropriate purposes" in connection with the use of the facility, equipment or kit.

## 6. IMPORTANT INFORMATION

- Failure to complete any part of this form will invalidate the application.
- The receipt of an application form for let of facilities/resources does not constitute an acceptance of the application form by NLC
- The premises shall not be deemed to be let until the applicant has received electronic confirmation from NLC
- All bookings must be made at least 24 hrs prior to the date of let. See conditions of let 1.1

## 7. DECLARATION

I have read and agreed with the NLC 'Conditions of Let' set out in attached document.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

(Name is taken as signature)

## 8. PAYMENT FOR 'ONE OFF'/HIRE OF FACILITIES/RESOURCES

North Lanarkshire Council departments will be charged by internal cost code. Please check over your booking details carefully and return with full payment (cash or cheque made payable to North Lanarkshire Council) to:

North Lanarkshire Council  
Summerlee Museum  
FAO Photomedia Officer  
Heritage Way  
Coatbridge ML5 1QD  
Tel: 01236 638461  
Photomedia@northlan.gov.uk

| FOR OFFICIAL USE ONLY |  |
|-----------------------|--|
| Date received         |  |
| Confirmation sent     |  |
| Initials              |  |

**LIVE HERE**