

application form for the hiring of a north lanarkshire school or community facility



Dear Applicant, thank you for your recent request to hire a community facility from North Lanarkshire Council. Should you wish to hire this accommodation on behalf of an organisation or for your own use please complete this form. Should you require any further information or have any questions about the completion of this form, please contact any office as detailed overleaf for assistance.

With this Application Form are the Conditions of Let which must be read and agreed by the person responsible for the hire and the rental charges. 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 overleaf.

1 DETAILS OF PERSON RESPONSIBLE FOR BOOKING

- 1.1 Organisation: _____
- 1.2 Full Name: _____
- 1.3 Home Address: _____

- Post Code: _____ Tel No: _____
- 1.4 Email Address _____
- 1.5 Do you wish North Lanarkshire Council to publicise this booking?
 YES NO

2 DETAILS OF FACILITY REQUIRED

- 2.1 Name of Facility: _____
- 2.2 Area of Building Required (e.g. Main Hall, Kitchen): _____

3 GROUP DETAILS

- 3.1 Is this group a registered category 2 organisation?
 YES NO
 If yes registration number _____
 (failure to include number may result in your organisation being charged at a different rate)
- 3.2 Are you an individual or an organisation working with children under 18 yrs of age?
 YES NO
- 3.3 Will under 18s be present at this stage?
 YES NO
- 3.4 Is your group or organisation registered with North Lanarkshire Council's Child Protection database?
 YES NO
 If 'YES' please give your registration number:

 (failure to supply this number will delay your booking as no booking can be taken without a registration number)
 If 'NO' please see 'Conditions of Let' under Section 16.
- 3.5 Is your group or organisation providing registered child care?
 If yes, please give your care commission registration number

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4 EVENT DETAILS

- 4.1 Nature of Event (e.g. Playgroup, Community Council Meeting, etc): _____
- 4.2 If this is a birthday party the age MUST be stated: _____ years
 (please note: if you are having a bouncy castle a copy of the public liability insurance should be sent to office fax no 01698 302110)
- 4.3 Numbers attending: _____ persons
- 4.4 Layout requirements (tables/chairs): _____
- 4.5 Are charges being made for this Event?
 YES NO
 If Yes, how much: Price each: _____
- 4.6 Will alcohol be available at this Event?
 YES NO
 (please note applications must be submitted 6 weeks prior to the event date)
- 4.7 Name of Licensee: _____
 (Note: Copy of License to be forwarded to this office prior to event taking place. Fax no.01698 302110 Non receipt of licence may result in let being cancelled)
- 4.8 Is the Event being Catered?
 YES NO
 Name of Caterer: _____
- 4.9 If you are providing catering for your guests as part of this let have you complied with Section 13 of the Conditions of Let?
 YES NO
 If 'YES' please provide copy of any necessary certification.
 If 'NO' please note you will not be permitted to use our facilities to heat or prepare food).
- 4.10 Do you wish North Lanarkshire Council to provide
 Bar Facilities: YES NO Catering: YES NO
 If you require North Lanarkshire Council to provide either bars or catering please phone 01698 274 271
- 4.11 Are you having a live band or disco?
 Live Band Disco
- 4.12 Do you plan to use electrical equipment as part of this let?
 (See Clause 7.2 of 'Conditions of Let')
 YES NO
- 4.13 What level of stewarding have you arranged for the Event?
 (See Clause 10 of 'Conditions of Let')

LIVE HERE

This document can be made available in a range of languages and formats, including large print, braille, audio, electronic and accessible formats.

To make a request, please contact Corporate Communications on 01698 302527 or email: corporatecommunications@northlan.gov.uk

'S urrainn dhuinn an sgrìobhainn seo a chur ann an diofar chànanan agus chruthan, a' gabhail a-steach clò mòr, braille, cruth claisneachd agus cruthan dealanach agus ruigsinneach.

Gus iarrtas a dhèanamh, cuir fios gu Conaltradh Corporra air 01698 302527 no cuir fios gu: corporatecommunications@northlan.gov.uk

本文档可以多种语言和格式提供，包括大号字体、盲文、音频、电子和可访问格式。

如欲提出请求，请致电01698 302527或发送电子邮件至：corporatecommunications@northlan.gov.uk与企业传播部门 (Corporate Communications) 联系。

Ten dokument jest dostępny w różnych językach i formatach, w tym w formacie elektronicznym, dużą czcionką, w alfabecie Braille'a, w wersji audio i przystępnych formatach.

W celu złożenia zamówienia prosimy skontaktować się z Wydziałem Komunikacji Zewnętrznej telefonicznie na numer 01698 302527 lub na adres e-mail: corporatecommunications@northlan.gov.uk

لری رب، یئی اپھچ کی فورج ے ژب ں می ن ج، ے ے می تک س اج کی مہارف ں می م (سٹ می م راف) ں ول کش روا ں ون اپ زکی ای می ٹک زی و ات سد ہی
- می ں ل م اش می ھب ں ول کش می ئی اس رل باق روا ک ن رٹک می ال، وی ڈ آ، (می ئی اھک ل کی فورج ے ئی وہ ے رھب اے می ل ے ک دارف ان ی ان)
رپ ے ستپ س ای ں ی رک ہطب ار ے س زن ش می کی ن وی م ک ٹی روپ راک رپ 01698 302527 می ان اب رھ م ے ئی اب ے می ل ے ک ے ن رک ست اس اوخ رو
س: corporatecommunications@northlan.gov.uk می ج می ھب ل می م ای

Coatbridge Community Centre
9 Old Monkland Road
Coatbridge

t. 01236 632777

f. 01698 302110

e.communityfacilities@northlan.gov.uk