

**BALLANTRAE COMMUNITY ASSOCIATION
APPLICATION FOR LEASE OF THE COMMUNITY CENTRE, BALLANTRAE**

28 DAYS CLEAR NOTICE TO BE GIVEN

Application on behalf of _____
(state name of Applicant, Organisation, Association or Club)

Address _____

_____ Tel Number _____

Date required _____ Times from _____ to _____
(this includes setting up and dismantling)

If the event is open to the public please say when: from _____ to _____

Purpose of the booking _____
(If function please state whether licensed or unlicensed)

Name of Applicant _____ Signature _____

Requirements (please tick all that apply)

Main Hall	Buffet Room	Kitchen	Stage	Ante Room	PA System
Chairs / tables	Crockery / Jugs		Other (say what)		

NOTES:

Seating Capacity: Main Hall 160 (120 if tables used)

Charges for Main Hall, Buffet Room, and Kitchen if required

Affiliated Groups £7.50 per hour

Non Affiliated Groups £12.50 per hour

For Buffet Room, Meeting Room, and Kitchen without the use of the Main Hall

Non affiliated groups £7.50 per hour

Groups hiring the hall must have a child protection policy if working with children 0-16 years.

Are you working with this age group YES / NO and if you are

Do you have a child protection policy YES / NO

The lessee is responsible for complying with Health and safety regulations and food hygiene during the let and also for supplying first aid resources.

I accept the conditions above

Signature _____ Name _____ Date _____

FOR OFFICE USE ONLY

All required information provided _____ Caretaker consulted _____

Application accepted _____ informed for village diary _____ Form passed to Adam

Fee Received _____ Date _____ Signature _____

Application refused _____ Caretaker notified _____

over

**BALLANTRAE COMMUNITY CENTRE
RULES AND REGULATIONS OF LETTING**

1. All completed application forms for the use of the Centre should be handed in to the village hall caretaker or booking secretary with at least 28 days prior to the date required on the application form. Applicants must not alter the purpose stated without the consent of the Community Association Committee nor sub-let. The Community Centre is closed and not available for bookings on South Ayrshire public holidays. These dates are displayed on noticeboards in the foyer and the Buffet Room.
 2. All parties letting rooms are responsible for any loss or damage during occupancy
 3. Functions held in the Community Centre:
 - (a) The Hall will be let to properly constituted clubs or organisations, and to individuals for private functions, at the discretion of the Community Association Committee.
 - (b) Applicants must give the name of 4 stewards who will be in attendance at private functions when you submit your completed application form. The stewards must remain in the centre until it is cleared at the end of the function.
 - (c) The Community Centre must be vacated by midnight on Saturdays.
 - (D) The hall must be left clean and tidy, Failure to clean up after a hire may result in a cleaning fee being charged to the lessee.
 4. Licensed functions:
 - (a) the police must be given notice of all licensed functions
 - (b) an appropriate alcohol licence must be sought by the lessee. Booking forms for such functions must be submitted at least 6 weeks prior to the function.
 5. Nothing shall be done in connection with the buildings or furnishings to incur any risk to the property or to increase the premium for fire insurance.
 6. No extra fittings or decorations shall be put up without the consent of the Community Association Committee. All extra fittings or decorations shall be removed immediately after the let. In no case should anything be fixed by nails or other attachments which may damage the building or furnishings.
 7. Smoking is NOT permitted in the Community Centre.
 8. Members of the Community Association Committee shall be entitled to access any part of the Community Centre at all times.
 9. The Community Association Committee reserves the right to add to, alter, or dispense with, any of the foregoing regulations.
 10. All bookings must be paid for in advance, booking is not complete until payment has been made.
- NB in cases where the letting period incurs overtime payments for the Hall Caretaker, these costs will be payable by the lessee.

I have read and understand the notes above

(signature) _____ Name _____ Date _____

Names of Stewards:

Steward _____ Steward _____

Steward _____ Steward _____