

<h2 style="margin: 0;">Application Form for Use of Premises</h2>
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1. Your Name – “the Applicant” or “User”									
2. Name of Organisation you represent (If any)									
3. Your Contact Address									
4. Your Contact Telephone Number(s)									
5. The date(s) and time(s) you wish to book the premises (please state fully inclusive times including preparation and clear- up) <b>You will be allowed in to the premises 15 minutes prior your booking time by Hall keeper/WET Staff.</b>									
6. The room(s) you wish to book (the capacity of each room is indicated in parenthesis) (Please delete as appropriate)	Room 1 (12), Room 2 (12), Room 3 (20), Rooms 4/5 (30), Main Hall (150), Kitchen								
7. The purpose of your booking  Please give a rough idea of numbers expected	Purpose ----- ----- ----- <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <tr><td style="padding: 2px;">Age 0-10</td><td style="width: 50px;"></td></tr> <tr><td style="padding: 2px;">Age 10-18</td><td></td></tr> <tr><td style="padding: 2px;">Age 18 +</td><td></td></tr> <tr><td style="padding: 2px;">Total</td><td></td></tr> </table> <p style="font-size: small; margin-top: 10px;">If any activities are to involve vulnerable groups (e.g. children), then proof (copies) of appropriate disclosures for caring adults is required to be submitted with this application.</p>	Age 0-10		Age 10-18		Age 18 +		Total	
Age 0-10									
Age 10-18									
Age 18 +									
Total									
8. Any Special Conditions & Requirements. If you wish to apply for a discount, please prepare and submit a separate case (on a single A4 sheet) stating the reasons why you feel your <b>voluntary/charitable organization/event</b> qualifies for a discount. Any discounts are at the discretion of the WET Facilities and Hiring Committee and their decision is final. NOTE: Full deposits must always be submitted with all applications to make them valid.									
9. Payments due / received (Cheques payable to Woodfarm Education Trust)									
10. I have read and agree to the conditions of use and I enclose the appropriate amount now due.	Signed (User)----- Date -----								

**WOODFARM EDUCATION CENTRE (WEC)**  
1 BURNS GROVE, THORNLIEBANK, G46 7HF, SCOTLAND, UK

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Please send this completed Application Form, with the necessary payment, to the Secretary, Finance and Facilities Hiring Committee, Woodfarm Education Centre (WEC), 1 Burns Grove, Thornliebank, G46 7HF. Any Telephone Bookings will be held for 4 days pending receipt of this form and payment in full.

**Woodfarm Educational Trust (WET) manages the Woodfarm Education Centre (WEC), and is a registered Scottish Charity (No. SC040818)**

<http://www.woodfarmeducationcentre.org.uk>

E-mail: [doctor.amir@woodfarmeducationcentre.org.uk](mailto:doctor.amir@woodfarmeducationcentre.org.uk)

### APPLICATION FOR LET

All applications for lets of community facilities (“the premises”) must be made on the official application form supplied by WET on request. Applications shall be made a minimum of 14 days prior to the proposed date of the let. Applicants must be over 21 years old.

The receipt of a completed application form does not constitute an acceptance of the application by the WET. All applications are subject to WET’s approval to ensure they are consistent with the principles and values of WET. The applicant will receive written confirmation from the WET when the let is approved.

All bookings made in respect of the premises shall be subject to the times stated on the application form. Entry to the premises will be given at the time requested on the application form. Leases shall ensure that the premises are cleared and left in a clean state by the time stated on the let application form.

Lets are granted to the person making the application and are not transferable. It is not permitted to book a facility on behalf of a third party. The premises shall only be used for the purpose specified on the application form. If the premises or any part of them, are used for purposes other than that specified on the application form, WET reserves the right to cancel the booking at any time without liability for any costs or losses occurred by any party as a result of the cancellation.

### CHARGES AND CANCELLATIONS

Charges will be made at the appropriate rate for the time of the let and type of premises. Charges are payable in advance at the start of each month. The charges for one-off lets **include a refundable deposit of £50.**

**WEEKEND HIRE PERIOD:** Start time: Friday 5PM – End: Sunday 12AM (midnight)

#### **CANCELLATION POLICY:**

Cancellations or adjustments to the original booking must be made in writing. Bookings are not transferable. In the event of a cancellation by the lessee the following charges shall be payable:

- More than 21 days – no extra charge
- Less than 21 days to 7 days – 50% of total hire charge
- Less than 7 days – 100% of total hire charge

#### **HALL & KITCHEN:**

The Hall & Kitchen Rental Fee during the week is £25 per hour with a minimum hire for 3 hours. The weekend hire charge is £33 per hour with a minimum hire for 3 hours.

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In addition to the Hall Rental Fee, a refundable Good Housekeeping / No Damage and Booking Deposit of £50 is required when making a booking. This is transferable should you wish to switch to an alternative available date at least six full weeks prior to your event. This deposit secures your booking and will normally be refunded to you after your event if there is no claim for damage etc., as set out in the conditions therein.

**ROOMS 1-5:**

The rental fee for the multi-purpose Rooms (including use of the Kitchen's tea making facilities) is as follows:

Rooms 1 and 2 (adjacent to the Kitchen): £9.95 per hour per room during the week (+£2.50 additional hourly charge for weekend hires)

Room 3 (with whiteboard facility): £12.50 per hour during the week (+£2.50 additional hourly charge for weekend hires)

Rooms 4/5 (with tea-making facilities): £17.50 per hour for use of both (adjoining) rooms during the week (+£2.50 additional hourly charge for weekend hires)

**Prayer Room:** All visitors and users of the WET premises are allowed free use of the Prayer Room for informal prayer purposes (dedicated Wudu/Washing facilities are also available).

The WET reserves the right to vary charges for the premises from time to time. Preparation time should also be booked on the booking form and is chargeable at the normal rate.

**LET TIMES**

Let times shall not extend beyond 12.00 midnight. All lessees please note that restrictions on letting periods may occur at holidays and for other reasons.

The WET reserves the right to refuse or cancel an application for the let of the premises at any time. In the event of disruption within the premises which constitutes a risk for staff or people within the premises, the WET's representative i.e. Hall keeper/Janitor/Staff member shall be entitled to close the premises, and evacuate the premises. The WET will be entitled to refuse further application from such lessee.

No alcohol or pork-based product shall be sold, supplied or consumed in any part of the premises. No alcohol can be brought into the premises under any circumstances, as the let will be automatically cancelled with no refund.

Gambling, in any form, and immoral activities of any kind are not permitted. Any event or activity shall not cause a nuisance to neighbours or the environment surrounding the premises. In particular, loud music or sound is not permitted under any circumstances.

**LOSS, INJURY OR DAMAGE**

The WET shall not be liable for loss or damage to property belonging to the lessee or those attending the premises unless said loss or damage is directly attributable to the negligence of WET or its staff. The WET accepts no responsibility for the loss or damage arising directly or indirectly from Acts of God, strikes, riots, civil commotion, trade disputes, fire, flood or similar occurrences within or out with the premises or from any other cause beyond the control of the WET.

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All damages to the property /equipment occurring from misuse on the part of the lessee will be reported to the WET and charges will be made against the lessee.

When an event is open to the public, the lessee shall obtain Public Liability Insurance of £5m. The lessee must provide evidence that the insurance has been obtained.

Where required the lessee is advised to take out insurance to cover loss or damage of property belonging to the lessee, the GRS or members of the public and to cover death or injury of persons in the building during the period of let.

In certain circumstances, the WET can offer Public Liability Insurance for one – off lets or events. A fee shall be payable in connection with said Public Liability Insurance. When required lessees hiring the premises on a regular basis must arrange their own insurance cover including public liability cover and shall submit to the WET a copy of their insurance policies.

Lessees hiring the premises shall accept full responsibility for any accident, injury or damage to any person which may occur as a result of the hire of the premises.

### **PARKING**

When a Car Park is used for parking cars, the lessees shall relieve the WET of any responsibility for accidents occurring during the let.

**Please note that parking is NOT permitted on Burns Grove. The small parking area adjacent to the WET premises (accessible from Burns Grove) is ONLY for use by the disabled and the elderly. ALL other users should use the building's main/large car park that is accessible from Robslee Road (opposite Woodfarm High School).**

### **HEALTH & SAFETY**

In terms of the Fire Safety Regulations, the capacity of the premises shall not exceed. The maximum number of persons, which the premises can accommodate, is advised at the time of booking.

You must keep ALL Fire Exits clear and YOU must provide adequate First Aid materials appropriate to your use of the premises.

The lessee shall make him /herself aware of the method of exit from the premises and the position of the assembly area after leaving the premises. The lessee shall ensure that there is a method of accounting for each occupant of the premises in the event of an emergency evacuation.

If a member of your group is disabled and requires assistance to evacuate the building safely a Personal Evacuation Emergency Plan must be completed. Please notify the bookings team at time of booking or if any changes occur within your group.

The lessee shall be responsible for ensuring that a safe and healthy environment is provided for occupants of the premises. Any events open to the public shall be subject to safety checking. Lessees working with young people under 18 yrs shall adhere to the Legal Child Protection Policy, guidelines and procedures.

In the event of an accident within the premises, the lessee shall report the accident immediately to the Hall keeper/Janitor and an Accident Report Form shall be completed and returned as specified on

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the said Form. WEC staff, their agents and any Emergency Services may enter the premises without prior consent.

GRS Officials or representatives shall be entitled to enter any part of the premises for inspection purposes without notice at any time.

The users of community facilities and schools shall comply with the "Smoking, Health & Social Care (Scotland) Act 2005, which strictly forbids smoking within premises including outside entrances, exits & fire exits or the surrounding area.

No alterations or additions of whatever nature shall be carried out to the premises without the prior written consent of the GRS, Electrical equipment used within the premises shall carry a current Portable Appliance Test Certificate.

No explosives, fireworks, highly flammable spirits, naked flames or liquid gas cylinders shall be brought into the premises or their environments.

### **STEWARDING & SECURITY**

The lessee shall be responsible for ensuring that the conditions of the let are observed and that good conduct is maintained during the let. The lessee shall provide adequate stewarding for this purpose and secure that the number of persons attending any function shall be restricted to the capacity of the hall.

### **LAYOUT & CAPACITY**

Advance information regarding any seating or layout requirements shall be forwarded to WET Office in writing, either on the original letting application form, or a minimum of five (5) days prior to the date of the let, failing which the lessee will be responsible for making his/her own seating and layout arrangements. The use of any specialised equipment and facilities within the premises shall be permitted by prior arrangement/agreement only.

Lessees shall adhere to the respective capacities of the premises (as specified on the application form). Failure to comply will result in the immediate termination of the let without any liability by the WET. WET requires public admissions to be controlled by tickets. Tickets shall be sold prior to the starting time and shall not be sold in the premises during or immediately prior to the event.

Additional conditions may apply to the let of particular areas within premises for specific activities and these may be imposed when the let application is received.

### **GENERAL**

The WET Staff have access to all parts of the premises at all times during periods of let. The WET Staff have the right to suspend the let or take action at his / her discretion on any matter which, does not comply with the Conditions of Let, or which he / she considers necessary in the interests of safety and good order or to deal with any contingency not covered by the Conditions of Let.

The WET reserves the right to add to, alter or cancel any of these conditions without prior notice.