

Room Booking Form – External

Organisation / Com	pany Name	!										
Is this a COMMERC	AL or NON	PROFIT m	naking org	anisati	on							
Applicant Name					·							
Address 1					Office held	(if a	pplicable)				
Address 2			Telephone									
Address 3			Mobile									
Postcode			Email									
Invoice / Payee Name (if different to above)												
Address 1			Office held (if applicable)									
Address 2			Telephone									
Address 3			Mobile									
Postcode			Email									
	APPLICATION DETAILS											
Event Details												
Purpose / Nature of I	Booking											
Day	Start Date			End Date				Start Time	End Time			
Regular Bookings	Weekly		Mor	nthly			Other					
Type of Area requested												
Approx Numbers	U18s / 60+		Ad	ults				arge to attend?	Yes / No			
Special Requirements / Equipment Required (screens, laptops, urn) / Layout Required / Dates not required / Etc.												

If you are you an i			011	-ICIAL				
If you are you an individual or organisation working with children under 18 years of age, please refer to Child								
Protection section on the Dumfries and Galloway Council webpage: https://www.dumgal.gov.uk/media/18463/Form-Child-and-vulnerable-group-protection-								
declaration/pdf/Child_Vulnerable_Group_Protec_march_2016.pdf?m=636051175407830000								
		<u> </u>		<u> </u>				
Please tick if you have included the Child Protection Declaration Form E or your Child Protection Policy Sports clubs/organisations may be entitled to VAT exemption if you meet the criteria and have relevant								
documentation, pleas								
						17-Form-D-SchooLet-Vat-		
Exemption-Form-Jan								
Please tick if you ha								
you are unsure if you			n, please co	ntact: thebric	lge@dumgal.gov			
Please confirm if sell						Yes / No		
Please confirm equip						Yes / No		
Dumfries and Galloway Council accepts no responsibility for any loss or damage, including personal injury or death,								
shall the facility prove to be unsuitable for the hirer's intended use. The hirer shall be deemed to have been satisfied in								
this respect prior to the let commencing. The hirer is required to take out appropriate insurance to cover their specific activities and to cover loss or damage of property belonging to the Hirer, Dumfries and Galloway Council and person's								
						the building during the period		
of let.	vent of mem	crs or public	, and to cove	or acatir or in	jury or persons in	the ballaring darling the period		
You must provide a d	copy of your i	nsurance cer	tificate with	your applicat	ion form.			
You must ensure the					ne Let.			
I have included a cop						Yes / No		
						ance and the premises are let		
on the understanding that this will be done. Copy of the hirer's public liability insurance shall be submitted with the booking form. The hirer shall indemnify Dumfries and Galloway Council against any loss or damage as described								
within these condition		lenning Dam	IIIes and O	alloway Cou	HCII ayanısı any	1055 of uarriage as described		
(tick if PL Certificate								
You must provide a c		L insurance	certificate w	ith your appl	ication form.			
You must ensure the	cover provid	led will still be	e valid on the	e date(s) of the	he Let.			
I have included a cop	by of my PL in	nsurance cer			n.	Yes / No		
			Decla	aration				
		of the Let are	e aware of a	and enforce	the Scottish Gove	ernment COVID 19 guidelines		
current at the time of			_					
I have read and agree to abide by the Council's Terms and Conditions of School Let.								
	The parties accept these terms and conditions are reasonable and fair for inclusion in any agreement of this nature							
The parties accept the			s are reaso	nable and fa	ir for inclusion in	any agreement of this nature		
The parties accept the and in the absence of	of a signature	-				, ,		
The parties accept the and in the absence of Dumfries and Gallow	of a signature vay Council a	accepts no re	esponsibility	for any loss	or damage, inclu	iding personal injury or death,		
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For information on how the Council Uses personal data, and to know more about your information rights including who to contact if you have a concern, please follow this link: http://www.dumgal.gov.uk/article/15129/Data-protection