



# Facility Booking Request Form

Please refer to conditions overleaf before completing this form

Please tick area required (for Changing Room indicate number of rooms required, Climbing Wall indicate number of participants)

<input type="checkbox"/> Full CIA <small>CIA prices based on current availability, does not include soft play area.</small>	<input type="checkbox"/> ½ CIA £16.00 per hour	<input type="checkbox"/> Meeting Room Hire £13.40 per hour	<input type="checkbox"/> Changing Room £5.70 per hour
<input type="checkbox"/> Dance Studio £8.50 per hour	<input type="checkbox"/> Full Pool Hire Price on application	<input type="checkbox"/> 1/2 Swimming Pool £52.00 per hour	<input type="checkbox"/> 1/3 Swimming Pool £37.00 per hour
<input type="checkbox"/> Full Sports Hall Adult £38.30 per hour	<input type="checkbox"/> 2x Sports Hall Court Adult £25.60 per hour	<input type="checkbox"/> 1x Sports Hall Court Adult £12.80 per hour	<input type="checkbox"/> 1 Sports Hall Court Family £11.00 per hour
<input type="checkbox"/> Full Sports Hall Junior £25.30 per hour	<input type="checkbox"/> 2x Sports Hall Court Junior £17.00 per hour	<input type="checkbox"/> 1x Sports Hall Court Junior £8.50 per hour	<input type="checkbox"/> Table Tennis £8.50 per hour
<input type="checkbox"/> Climbing Wall Instructor £11.20 per hour	<input type="checkbox"/> Junior Climb £3.40 per hour Adult Climb £4.80 per hour	<input type="checkbox"/> Exclusive Wall Hire £26.00 per hour	<input type="checkbox"/> Obliterator/ Lazer Storm £113.50 per hour

\*Please note maximum 6 climbers per instructor. For climbing wall belay training please enquire at reception.

\*\*Please note no admission to the swimming pool will be allowed with snorkels, flippers or restrictive clothing.

Contact Name	_____	Team Name	_____
Number Of Participants	_____	Equipment	_____
Sport	_____		_____
Address	_____		
	_____		
Post Code	_____	Email	_____
Tel Daytime	_____	Tel Evening	_____

1. One off booking	Date	_____
2. Long term booking	Start Date	_____
	End Date	_____

Booking Start Time	_____	Booking End Time	_____
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By signing this booking form you are confirming that you have read and agree to the terms and conditions over leaf. Bookings will not be accepted without a signature.

Signature	_____	Date	_____
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### For Staff Use

Receipt Number.....Signed by receptionist.....

Invoice/Pay weekly in advance

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**Staff Signature**

**Date**

Booking entered into computer:

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Booking entered into diary:

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Extra staff needed? - Confirmed:

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Booking conformation email sent:

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Notes/other steps taken for particular booking:

## Terms and conditions of hire

### • Payment Information

1. Switch/Debit card payments can be made over the phone. Contact McLaren Community Leisure Centre-01877 330000.
2. Cheques should be made payable to McLaren Community Leisure Centre. Please write invoice number (where applicable), team name and booking date on reverse of cheque.
3. Cash Payments can be made at reception (two weeks required on first booking date)

### • Child Protection/Qualifications

All organisations working with children (aged under 18) should hold an up to date child protection policy. Any organisation or individuals that work with children as a coach or volunteer should have received a recent and satisfactory Enhanced Check through Disclosure Scotland. Any person waiting for the outcome of an Enhanced Disclosure Check should not coach or volunteer in an unsupervised capacity until the process has been completed satisfactorily. In addition to this coaches and volunteers are required to have a qualification appropriate to the level they coach.

If you require further assistance regarding child protection policies, Disclosure Scotland checks or qualifications please contact the Centre Manager.

McLaren Community Leisure Centre Management reserves the right to carry out spot checks of any individual or organisation to ensure they have the appropriate processes in place.

#### **Charges**

Hire charges will be reviewed on an annual basis. Charges include access to changing facilities and VAT where applicable. (e.g. Non sporting activities) Appropriate evidence will be required, to be considered, for any discount.

#### **Payment**

All single bookings must be paid for at the time of booking and the person making the booking is responsible for payment. In the case of block bookings the first two weeks must be paid in advance, thereafter each week will be paid one week in advance. Alternatively block bookings can be paid by monthly invoice, further details available on request.

#### **Cancellations**

In the case of single bookings if a payment is not received as described above, the booking will not be granted. Cancellations should be reported no later than 7 days before the start of the booking, any cancellations after this point will be liable for the cost of the hire. MCLC reserves the right to cancel any bookings of customers whom they deem are continually abusing the system.

In the case of block bookings if payment is not received as described above, the booking will be automatically cancelled and the user will be liable to meet the session cost. No notice will be given.

No cancellations will be accepted within the block booking session. It is the responsibility of the block booking applicant to ensure that each week's activity is paid for irrespective of use or not. Repeated failure to pay or appear will result in termination of the entire block booking.

Should McLaren Community Leisure Centre require any area of the facility that is normally used by a block booking for the purposes of a special event or similar, MCLC will inform any customers affected with a minimum of seven days notice in writing.

Refunds will only be given in exceptional circumstances and requests in writing must be addressed to the Centre Manager-McLaren Community Leisure Centre, Mollands Road, Callander, Perthshire FK17 8JP.

#### **Termination of Block Booking**

Any booking applicant wishing to terminate their entire block booking must contact McLaren Community Leisure Centre in writing no later than 28 days before the requested termination date. All outstanding fees must be paid up to date before the termination request will be accepted.

#### **Behaviour**

The person making the booking will be responsible for the behavior of their group and any damage caused by group members. For the benefit of all our customers we would ask that you refrain from smoking, consuming alcohol, use of abusive substances or using abusive language whilst on the premises. MCLC reserves the right to cancel any bookings where the behaviour of participants is deemed unacceptable, in such a case no refund will be issued.

#### **Supervision**

The person responsible for a youth team (under 16's) must ensure all members are adequately supervised at all times while on the premises.

#### **Liability**

McLaren Community Leisure Centre will not be held liable for any accident to person(s) while on the premises or in the grounds unless as a direct result of our negligence or failure to take reasonable care. All clubs using these facilities should have Public Liability Insurance cover and by signing this form confirm that this is in place. All groups will also be held liable for any loss or damage of equipment and to facilities used. MCLC does not accept any responsibility for customers' possessions.

#### **Photographs**

Photography is strictly prohibited without prior permission of the Centre Manager. MCLC may occasionally take photographs of activities for promotional purposes. In this instance the individuals affected will be approached for consent.

#### **Access**

Access to the centre is controlled by reception. All customers must be recorded on entry and must be able to produce evidence of this on request by staff. The person making the booking is responsible for their members' adherence to MCLC admissions policy.

#### **Fire Regulations**

The person making the booking must ensure that all participants within their group are made aware of and understand MCLC fire regulations.

#### **Oblierator**

All users must be 8 years and over with the ability to swim 20meters of the swimming pool unaided. (no buoyancy aids allowed)