

Letting Policy / Application



Thank you for your enquiry.

To ensure your let is organised to maximum efficiency please make sure you have as much detail as possible in the form provided. Please note that a confirmation letter will be sent to you after you complete the form, only then will your booking be secured.

Any questions give us a call or drop into the centre.

What we can offer:

- Pneumatic/mobile Projector Trolley
- 154 Retractable seats
- Rail mounted retractable projector screens
- Rail mounted Dri-wipe boards
- Wall mounted Twin track rail systems
- Induction loop throughout the centre
- Cat 5e data and power to all halls
- IT Training Facility
- Free Internet access / Wi-Fi
- Digital signage over LCD screens at reception for event announcement



All inclusive of VAT and charged at a maximum of a half day booking

Note prices are subject to change and will be charged as per rate at date of event

Conditions of use:

Please read the following conditions of use carefully. These conditions apply to all bookings that take place within the Centre. By sending your booking form you are accepting these conditions.

1. Cancellation of booking must be within 48 hours notice. Otherwise you are liable for the full cost of the booking.
2. Damage to the Centre or the Resource Centre's equipment is the responsibility of the hirer or user group and they will be billed for any damage.
3. The Resource Centre's Board of Trustees are not responsible for the theft or loss of hirer/user group's own equipment or personal belongings, or those of their guest while hiring any part of the building.
4. The hirer/user group must not allow the Resource Centre's equipment or the Centre to be used by any person or for any purpose other than that specified in the let application.
5. All equipment not belonging to the Resource Centre **must be removed** from the Centre at the end of the let, **unless** already negotiated as part of the let application. Failure to do so will result in a charge for storage space priced at £15 per day.
6. There is limited parking available at the Centre but there is short stay parking nearby.
7. All Social bookings should be paid for 2 weeks in advance.
8. For new bookings, we may require a deposit and then invoice accordingly.
9. Payments will either be by cheque or BACS. The discretion of any other payments will be authorised by the Centre Manager.



The Resource Centre operates a no smoking policy within all areas of the building and for all lets.

Registered Scottish Charity No: SC007870

Application for booking:

Name of Organisation: _____

Contact person: _____

Address: _____

Telephone: _____

Email: _____

Date/Room required: _____

Purpose of booking: _____

Time: _____

Equipment Requirements delete as appropriate:

- | | |
|---|--------|
| <input type="checkbox"/> 154 Retractable seats | Yes/No |
| <input type="checkbox"/> Wireless short throw Projector | Yes/No |
| <input type="checkbox"/> Rail mounted flip charts | Yes/No |
| <input type="checkbox"/> Amplified lecterns with a variety of audio outputs | Yes/No |
| <input type="checkbox"/> Wireless hand held and lapel microphones | Yes/No |
| <input type="checkbox"/> Folding/mobile training tables and seating | Yes/No |
| <input type="checkbox"/> Fold out Exhibition stands | Yes/No |
| <input type="checkbox"/> Catering (Refreshments & Meals) | Yes/No |

Additional:

Room set-up:

Billing Instructions:

Billing Address:

Please note that your booking will be confirmed once you receive the confirmation letter.

Please note the conditions of let:

I have read and understand the terms and conditions of the Blantyre Miners Welfare Charitable Society Resource Centre letting policy and completely understand that a period of 48 hours is required for cancellation of booking and any damages caused by my let must be made good at the instruction of Blantyre Miners Welfare Charitable Society Resource Centre.

Name:

Signature:

Date:

*Please e-mail/hand completed form to Blantyre Miners Community Resource Centre staff.

Office use only

Received by: _____

Approval date: _____

Signature: _____