



## Thank you for choosing Glasgow Sport for your Child's Birthday Party.

To confirm your party booking please complete the following:

Event Day and Date .....

Venue .....

Event Start Time ..... Event Finish Time ..... (The room must be cleared by the finish time.)

Contact Name ..... Email .....

Address ..... Postcode .....

Telephone Numbers: Home: ..... Mobile: .....

Membership Number ..... Facility Name .....

First Name of Birthday Child ..... Age on Birthday .....

Number of Children attending: .....

Number of Adults attending: .....

### Type of Event (please tick)

- |   |   |
|---|---|
| <input type="checkbox"/> Activity Party     | <input type="checkbox"/> Gymnastics       |
| <input type="checkbox"/> Cycling - BMX      | <input type="checkbox"/> Parent and Child |
| <input type="checkbox"/> Football - Indoor  | <input type="checkbox"/> Pool Party       |
| <input type="checkbox"/> Football - Outdoor | <input type="checkbox"/> Tennis           |

Additional Information / Equipment Required: .....

.....  
 .....  
 .....

### Bolt-ons (please tick)

- Sports Coach  
 Additional Space or Time - please specify:

.....  
 .....  
 .....

The contact information which you provide to Glasgow Life on this booking form and in connection with this Let will be processed by Glasgow Life (who is the "data controller" for purposes of the Data Protection Act 1998) in accordance with Glasgow Life's Data Protection and Fair Processing Policies which can be viewed at <http://www.glasgowlife.org.uk/data-protection/Pages/home.aspx>.

This booking is subject to Glasgow Life's Conditions of Let. Please see overleaf for full Terms & Conditions.

### Venue Hire Information

**PARTIES**  
 (1) CULTURE AND SPORT GLASGOW (Trading) CIC a company incorporated under the Companies Acts with registered number SC313850 operating as "Glasgow Life" and having its registered office at 220 HIGH STREET, GLASGOW, G4 0QW ("Glasgow Life"); and  
 (2) ..... (the "Hirer").  
 Glasgow Life agrees to hire the venue to the "Hirer" to hold the Event and the Hirer agrees to hire the Event Space (the "Let") as subject to:

Total £ \_\_\_\_\_

**Cost Breakdown**

**TO PAY ON BOOKING**  
 Venue Hire Deposit £ \_\_\_\_\_ Total Venue Hire Charge £ \_\_\_\_\_

**TO PAY ON THE DAY OR PRIOR TO EVENT**  
 Venue Hire Remaining Balance £ \_\_\_\_\_

**EXTRAS**  
 Bolt-On (100%) £ \_\_\_\_\_  
 Catering (100%) £ \_\_\_\_\_ Qty Hot Box \_\_\_\_\_ Qty Cold Box \_\_\_\_\_

Signature of Hirer: .....

Date: .....

Staff Name: .....

Date: .....

### Official Use Only

Are requested facilities available  Yes  No

Date booking entered onto MRM .....

Activity code .....

Authorised by Print name .....

Signature .....

Confirmation letter sent if facilities available  Yes

Coach contacted  Yes  No. Please give details .....

.....

# Terms and Conditions

## 1) Interpretation

"Additional Charges" means any additional charges not included within the Hire Charge;

"Applicable Laws" means all applicable laws, statutes, regulations, directives, decisions, rulings, decrees, government policies, enactments or instruments (including national, regional, local or municipal laws, regulations or by-laws of any kind whatsoever, and including where made by any government, quasi-governmental entity or by any entity which has the same or similar authority there as), and requirements, regulations, safety standards, ethical norms or industry practices applicable to the Event at the Venue and including but not limited to any law, act, order, regulation or approved code of practice issued by the Health and Safety Executive which may from time to time be in force.

"Authorised Officer" means the officer duly authorised by Glasgow Life to have responsibility for the management of the Venue and any other officer or officers representing Glasgow Life.

"Booking Form" means the form completed by the Hirer setting out the relevant details of the proposed Let;

"Conditions of Let" means these conditions together with the completed Booking Form;

"Event" means the event specified on the Booking Form;

"External Providers" means any company or individual who the Hirer instructs in relation to the operation and delivery of the Event;

"Glasgow City Council" means a local authority constituted in terms of the Local Government etc. (Scotland) Act 1994 and having its principal offices at City Chambers, George Square, Glasgow, G2 1DU;

"Hire Charge" means the charges set out in the Booking Form;

"Let" means the contract between Glasgow Life and the Hirer in terms of which the Hirer is entitled to acquire the temporary use of the Venue, or part of the Venue for the specified purposes in exchange for the Total Venue Hire Charge;

"Parties" means the parties specified in the Booking Form;

"Relevant Documentation" means all documentation requested by the Authorised Officer including but not limited to insurance;

"Risk Assessment" shall have the meaning given in Condition 22;

"Total Venue Hire Charge" means the total venue hire charge specified in the Booking Form; and

"Venue" means the venue specified on the Booking Form.

2) An application for the use of the Venue must be made on the Booking Form to be signed by the Hirer and addressed to the manager of the Venue.

3) The Let is subject to the times stated on the Booking Form. The Hirer will not be permitted entry to the Venue until the time stated on the Booking Form and the Hirer must ensure that the Venue is vacated by the agreed time. If the Hirer fails to comply with this condition, Glasgow Life reserves the right to charge for additional hours.

4) The Hirer agrees to follow the instructions of the Authorised Officer at all times. Glasgow Life reserves the right to use any and all areas of the Venue during a Let at such times as these are not being actively used by the Hirer.

5) The Let of the Venue to the Hirer does not permit the use of any offices, any "staff only" or any storage areas unless agreed, in writing, in advance with the Authorised Officer.

6) No part of the Venue or its facilities may be used for any purpose other than that specified in the Booking Form and the Venue shall not be sub-let by the Hirer.

7) The Authorised Officer has the right to suspend the Let or take action on any matter which, in the reasonable opinion of the Authorised Officer, does not comply with the Conditions of Let or is necessary in the interest of safety or to deal with any contingency not covered by the Conditions of Let.

8) The Hirer undertakes to observe, carry out and abide by all conditions and regulations imposed by Glasgow Life for the efficient administration of the Venue.

9) The Hirer must specify any special layout or other requirements for the Let on the Booking Form. For the avoidance of doubt, Glasgow Life is under no obligation to fulfill any such additional requirement and Glasgow Life reserves the right to alter the Hirer's proposed layout at any time should this be required.

10) Glasgow Life reserves the right to enter into, or allow its authorised representatives to enter into the Venue (including all areas Let to the Hirer) at all reasonable times during the Let for the purposes of inspecting the areas Let to the Hirer and ensuring that these Conditions of Let are being complied with.

11) A deposit of 50% of the Total Venue Hire Charge must be paid by the Hirer to Glasgow Life at the time of booking and the remaining balance of 50% must be paid on or before the day of the Event. The booking will not be binding unless and until such deposit has been paid by the Hirer to Glasgow Life. The Hirer's deposit will be retained by Glasgow Life in the event the Let is cancelled by the Hirer. Any Additional Charges incurred by Glasgow Life will also be payable by the Hirer.

12) The Hirer shall indemnify Glasgow Life from and against any claim, damage, loss or expense arising from the hiring (or its cancellation) and damage costs or expenses which may be made against Glasgow Life in respect of any personal injury, illness, loss, loss of or damage to property or clothing sustained by any person, whether the Hirer or his employees, agents, licensees, invitees or any trespasser or any third party whatsoever and any death and personal injury caused by the Hirer's negligence.

13) Glasgow Life shall not be responsible for any loss or damage howsoever caused, to the Hirer's property or the property of the Hirer's invitees. It is understood that all property used or stored in the Venue by the Hirer shall be used or stored at the Hirer's own risk.

14) The Hirer shall be responsible for any loss or damage to any property belonging to Glasgow Life including, but not limited to, the fabric of the Venue during the Let whether caused by the Hirer or any of the Hirer's invitees. All such damage shall be made good by Glasgow Life at the expense of the Hirer.

15) The Hirer shall not make any alterations to the fabric of the Venue or its fixtures, furniture or equipment. Nails, screws or staples shall not be driven into the structure, furniture, fixtures or fittings or any part of the Venue. Signs, advertisements and similar notices shall not be affixed to walls, doors, windows or other surfaces within the Venue without the prior written permission of the Authorised Officer.

16) Smoking is not be permitted in any part of the Venue.

17) The Hirer must ensure no food or drink is taken into the Venue where Glasgow Life catering facilities are provided for at the Venue. The Hirer may not provide food or beverages within a Venue which does not have Glasgow Life catering facilities without the prior written consent of Glasgow Life. In circumstances where permission has been given the Hirer must ensure that the food and beverages conform to all Food Safety and Environmental Health legislation and guidelines. This may also entail inspections and approval by Glasgow City Council's Environmental Health Officers.

18) The Hirer shall ensure that they are familiar with the position of fire exits, assembly points and fire fighting equipment within the Venue and the Hirer shall be responsible for pointing out exits to their invitees before the Event begins. The Authorised Officer will provide guidance on these issues upon request. The Hirer must not use within or bring into the Venue any flammable or otherwise hazardous materials.

19) Where the Hirer wishes to bring their own equipment into the Venue, Glasgow Life's written approval must be given prior to the Event. All portable electrical appliances brought into the Venue by the Hirer including but not limited to, sound equipment and extension cables shall be fit for the intended purpose to comply with current EU regulations and carry current portable appliance test (PAT) certificates. Hirers will not be permitted to use electrical appliances which do not carry a current portable appliance test certificate.

20) The Authorised Officer may prohibit the use of particular items of equipment at the Event if in the Authorised Officer's opinion the Hirer is not sufficiently trained to use such equipment in a safe manner. Glasgow Life will not be responsible for any costs or losses incurred by the Hirer as a result of Glasgow Life's refusal to allow equipment to be used within the Venue.

21) All equipment, property and other items belonging to the Hirer must be removed at the Hirer's expense at the end of the Event unless prior alternative arrangements have been agreed in writing with the Authorised Officer.

22) The Hirer shall be responsible for conducting all necessary Risk Assessments in respect of any equipment or activity used throughout the duration of the Let, including but not limited to equipment or activity in accordance with Conditions 19, 20, 21 and 33.

23) Glasgow Life shall provide the Hirer with the standard fixed lighting within the Venue. Where the Hirer requires further lighting, this shall be provided by Glasgow Life at an Additional Charge.

24) Glasgow Life will ensure the relevant areas of the Venue are cleaned prior to the Let in accordance with existing service standards. At termination of the Let all areas of the Venue used by the Hirer must be left in a neat and tidy condition to the satisfaction of the Authorised Officer.

25) Glasgow Life reserves the right to apply an Additional Charge where, in the reasonable opinion of the Authorised Officer, the level of cleaning required following the Let is beyond that reasonably expected.

26) Without prejudice to any other rights set out in these Conditions of Let, Glasgow Life reserves the right to refuse or cancel any Let at its sole discretion.

27) Without prejudice to condition 26 in circumstances where Glasgow Life is obliged to cancel the Let through no fault of the Hirer, notice will be given as early as possible and Glasgow Life will refund to the Hirer any money paid (including any deposit) in respect of the Let. No compensation

will be paid by Glasgow Life for any losses sustained by the Hirer in respect of any such cancellation.

28) Any accident or incident during the period of the Let must be reported to the Authorised Officer immediately. In the event of an emergency during the Let it is agreed that the Authorised Officer may require an Event to be stopped immediately. In the event of an emergency affecting the Venue, the Hirer shall be required to comply with the instructions of the Authorised Officer and/or the emergency services. Where either any member of the emergency services or the Authorised Officer gives a direction to the Hirer and that direction is ignored or not complied with fully, Glasgow Life shall have no liability for any injury and/or damage to persons or property which may result as a consequence thereof.

29) Neither Glasgow Life nor the Hirer shall be in breach of these Conditions of Let nor liable for failure to perform and of its obligations under these Conditions of Let if such delay or failure results from events, circumstances or causes beyond its reasonable control. Where Glasgow Life is unable to fulfil its requirements in terms of the Let as a result of such circumstances detailed in this Condition, every effort shall be made to reschedule the Let to a date which is agreed between the Parties. Where reasonable arrangements cannot be made to reschedule the Let, it shall be terminated and Glasgow Life shall not be liable for any damages or costs incurred to the Hirer.

30) Glasgow Life reserves the right under these Conditions to refuse admission to the Venue, or eject persons who have already gained entry any person under the influence of alcohol or drugs, any person or persons behaving in a disorderly, indecent or unmannerly way or using foul and abusive language or demonstrate threatening behaviour towards Glasgow Life staff.

31) The Hirer must ensure that noise levels are kept to a minimum to avoid disturbance to other Venue users.

32) Glasgow Life will notify the Hirer prior to the Let of any appropriate clothing or footwear which must be worn in the Venue.

33) Sports / Activities – The Hirer shall provide a Risk Assessment for all activities forming part of the Event in a format agreed with Glasgow Life seven (7) days prior to the Event date. The Authorised Officer shall confirm to the Hirer that the Authorised Officer is satisfied with the Risk Assessment before the Event shall proceed at the Venue. The Authorised Officer may require activities that form part of the Event not to proceed or to be changed to comply with Applicable Laws. Furthermore, the person taking the sport, activity or class must have the minimum governing body coaching or teaching qualification and have the minimum of £5-million public liability insurance cover in place as a condition of the Let.

34) The Hirer shall ensure that any External Providers produce the Relevant Documentation to the Authorised Officer prior to the Event taking place. Failure to do so may result in External Providers being refused access to the Venue.

35) The Hirer must ensure that no glass containers are taken into the playing areas, pool areas or changing rooms in the Venue.

36) The Hirer must ensure that children 7 years of age and under do not ride flumes or water slides, unless the child is accompanied by a responsible adult.

37) Glasgow Life will advise the Hirer in writing of the maximum number of children permitted at the Event. The Hirer must not exceed this number.

38) The Hirer shall comply with all Performing Rights Society Regulations and Guidelines. Notwithstanding the foregoing and without prejudice to any other provision of these Conditions of Let, the Hirer shall be solely responsible for obtaining all other necessary licences, consents, permissions and approvals in respect of the Let. The Hirer will be solely responsible for all costs or fees incurred in connection with such licence and will be named licence holder. The Hirer shall indemnify Glasgow Life against any loss which Glasgow Life incurs arising out of any claim at the instance of a third party which arises from the Hirer's failure to comply with this Condition.

39) In the event that the Hirer breaches any of the conditions above, Glasgow Life may at its sole discretion: (a) cancel the Let with immediate effect; and (b) invoice the Hirer for payment of the remaining 50% of the Total Venue Hire Charge, to be paid by the Hirer within 30 days of receiving the invoice.

40) In the event of any matter arising in connection with the hiring of the Venue which, is not covered by these conditions, Glasgow Life shall have full power and authority to deal with the same, as they may in their sole discretion deem suitable.

41) These conditions shall be governed and construed in accordance with Scots law and shall be subject to the exclusive jurisdiction of the Scottish courts.