

## SECTION 1: Applicant/Group Details - The individual here is responsible for let and payment

|                  |  |  |  |
|------------------|--|--|--|
| Full Name        |  |  |  |
| Group Name       |  |  |  |
| Address          |  |  |  |
| Post Code        |  |  |  |
| Email Address    |  |  |  |
| Contact Number/s |  |  |  |

## SECTION 2: Accommodation/Let Details

|                          |  |  |  |
|--------------------------|--|--|--|
| Community Centre:        |  |  |  |
| Type of let:             |  |  |  |
| Accommodation Requested: |  |  |  |

Licenced Event: Yes  No

Frequency of Let: One off  Daily  Weekly   
 Fortnightly  Monthly

| Date(s)/ Times requested: | Day | Start Date | End Date | Start Time | End Time |
|---------------------------|-----|------------|----------|------------|----------|
| nb Extra                  |     |            |          |            |          |
| space at                  |     |            |          |            |          |
| end of form               |     |            |          |            |          |

Specific dates your Let is not required: e.g., Public Holidays

Approx. Number of Attendees: Male  Female  Total

Participant / Attendance Fees Charged: Activity / Daily  £ Weekly  £  
 Membership  £ Annual  £

Additional Information/ set up required:

## SECTION 3a: Declaration - Bouncy Castle Conditions (if applicable)

Glasgow Life must follow guidelines issued by the Health and Safety Executive and the organisations which regulate the bouncy castle industry. A bouncy castle hire company must provide the following paperwork when using a bouncy castle within a Glasgow Life facility. Note venue managers will inform applicants when and if Bouncy Castles / Inflatables are allowed.

|   |   |                                       |  |
|---|---|---------------------------------------|--|
| 1 | The copy of the insurance certificate must show:  | A) Employers Liability of £10,000,000 |  |
|   |   | B) Public Liability of £5,000,000     |  |
| 2 | A copy of their PAT testing certificate for the bouncy castle blower.   |                                       |  |
| 4 | An employee from the company must always stay with the inflatable during the duration of the let.   |                                       |  |
| 5 | A copy of the company's risk assessment/method statement.   |                                       |  |
| 6 | The Inflatable must be PIPPA tested and we need to see the certificate & check that the tag on the castle corresponds with the certificate. This can be double checked on-line at: <a href="http://www.pipa.org.uk/genuine.html">www.pipa.org.uk/genuine.html</a> |                                       |  |

**Failing to comply with these conditions will result in you being unable to use Bouncy castle.**

**Relevant documents must be handed in to facility before let date.**

**SECTION 3b: Declaration - Conditions of Let (if applicable)**

| It is a condition of this let that you: |  | Please Tick |
|---|--|-------------|
| 1                                       | Are in possession of current public liability insurance of £5m   |             |
| 2                                       | Are in possession of relevant, up to date qualifications relating to your let activity                               |             |
| 3                                       | Are in possession of relevant copyright licences for your activity under the Copyright, Designs and Patents Act 1988 |             |
| 4                                       | Are in possession of relevant licences under The Children (Performances) Regulations 1968                            |             |
| 5                                       | You have the relevant PAT testing certificates in place for electrical equipment (if applicable)                     |             |
| 6                                       | You have carried out appropriate risk assessments  |             |
| 7                                       | You are registered with the Care Inspectorate for lets relating to child care activities                             |             |
| 8                                       | You have a Public Entertainment Licence (if required)  |             |
| 9                                       | Are in possession of any additional licenses required for your let activity  |             |

**SECTION 3c: Protection of Vulnerable Groups (if applicable)**

**Protection of Vulnerable Groups (Scotland) Act 2007 (the PVG Scheme)**

YES NO

|  |  |  |
|--|--|--|
| Do you provide organised and supervised activities for children less than 16 years of age and/or protected adults?   |  |  |
| <b>If yes, please answer the following:</b>  |  |  |
| Do you know about the PVG Scheme and are you fully aware of the implications for your organisation?  |  |  |
| Do you know that anyone you recruit to do 'regulated work' (whether paid or unpaid) must not be barred from work with children and/or protected adults?  |  |  |
| <b>It is an offence to use someone in a regulated work position if they are barred. You should therefore ensure they are PVG Scheme members</b>  |  |  |
| Are you registered with CRBS, Disclosure Scotland or with a recognised umbrella body?  |  |  |
| Are people recruited by you into a regulated work position (paid or unpaid) since 28 February 2011 PVG Scheme members?   |  |  |
| Does your group have a Child Protection Policy and/or Protecting Vulnerable Adults policy which incorporates a code of conduct and procedures for responding to concerns?                            |  |  |
| Have your leaders had child protection training?   |  |  |
| Does your organisation take all reasonable steps to make sure that children, young people, vulnerable adults and those who work and support them are kept safe during the organisation's activities? |  |  |

**SECTION 3c: Declaration (continued)**

I declare the fore going to be a true and accurate statement and accept responsibility for payment of all charges, including damage to property as the result of occupancy of premises. I understand that all activities must be organised in accordance with Glasgow Life's policy and that failure to disclose any relevant information may lead to the let being cancelled or altered and additional charges may be made. Please also refer to Glasgow Communities, Conditions of Letting Form for full details.

**By signing this declaration you have read, understood and agree to all relevant to the terms and conditions of let included above and separately on our Conditions of Letting form.**

Signature of Applicant: \_\_\_\_\_

Date : \_\_\_\_\_

**OFFICE USE ONLY**

|                                   |          |  |              |  |                |  |
|-----------------------------------|----------|--|--------------|--|----------------|--|
| Charge category of Let (£/per /h) | Standard |  | Commercial   |  | Community      |  |
| Birthday Lets                     | Deposit  |  | Still to Pay |  | Paid in full   |  |
| Booking Agreed                    | Yes      |  | No           |  | Total Let cost |  |

Preferred payment method  Review Date

Staff: \_\_\_\_\_ Date \_\_\_\_\_ Management Signature: \_\_\_\_\_ Date : \_\_\_\_\_

# OFFICIAL

## Communities, Libraries and Learning Service Privacy Statement Description

**Service:** Glasgow Communities and Libraries ([Communities, Libraries and Learning](#))

### **(Controller) Who we are?**

Glasgow Life as a charity delivers cultural, sporting and learning activities on behalf of Glasgow City Council, inspiring Glasgow's citizens and visitors to lead richer and more active lives. Glasgow Life, the operating name of Culture and Sport Glasgow, is the controller of personal information collected by us that is necessary for our processing purposes. Glasgow Communities and Libraries is a service within Glasgow Life. See Contact Us for details of our data protection officer.

### **(Purposes) Why do we need your personal information and what do we do with it?**

Glasgow Communities and Libraries service manages, operates and delivers a range of services at community facilities and libraries throughout the city, aiming to enable the people and communities of Glasgow to improve their quality of life through culture, sport and learning. Glasgow Communities and Libraries process personal information to allow us to develop programme and content in respect to our public tasks.

For example, when we process your Library membership it gives you access to a wealth of information, resources and services through Glasgow's network of 33 libraries, which includes the world-famous Mitchell Library and we need your name and contact information in order to provide you with access to the full range of services.

**Contact us:** You can contact our data protection officer about any data protection matter by:

Post: c/o Data Protection, GCC, City Chambers, George Square, Glasgow G2 1DU, United Kingdom.

E-mail: [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk)

Telephone on: 0141 287 1055

# Glasgowlife

| HIRE COSTS           |             |          | 2024/25 Charge (£) |                  |          |           |
|----------------------|-------------|----------|--------------------|------------------|----------|-----------|
| Segment              | Service     | Item     | Commercial (Max)   | Commercial (Min) | Standard | Community |
| Community Facilities | Sports Hall | Per hour | 120.00             | 60.00            | 30.00    | 14.00     |
|                      | Large Hall  | Per hour | 120.00             | 60.00            | 30.00    | 14.00     |
|                      | Medium Hall | Per hour | 70.00              | 35.00            | 16.00    | 8.00      |
|                      | Small Hall  | Per hour | 70.00              | 25.00            | 12.00    | 6.50      |

## Additional Costs

Additional charges will apply depending on Let requirements / event specifications. Lets must be requested four weeks prior to let date; when the staffing rota is completed there may be additional charges applied.

## PPL PRS Charges

Dependent on the type of Let additional PPL and/or PRS charges will be incurred this will be calculated retrospectively. Examples of Lets that would incur charges are:

- Dance Class
- Aerobics / Keep Fit / Zumba
- Dance Show / Recorded Music Event
- Live Music Event

[www.glasgowlife.org.uk/communities](http://www.glasgowlife.org.uk/communities)  
[www.glasgowlife.org.uk/venue-hire](http://www.glasgowlife.org.uk/venue-hire)

