

# EDLC

ED LEISURE + CULTURE

# East Dunbartonshire Leisure Centre Booking Form

## Leisure Centre Booking forms only

**[Applicable to Clubs who are requesting bookings in Centres. All sections must be completed, failure to do so may result in your booking not being processed]. I hereby apply, subject to the Rules & Regulations, for the use of the facilities detailed below.**

Allander Leisure Centre

Kirkintilloch Leisure Centre

Leisuredrome Leisure Centre

Period from: April – August  or September – March

Name of Club / Group / Association

What is the sport of your Group?

Name of applicant

Address

Postcode

E mail

Current membership number

Contact numbers

Office held within Club / Group

What day do you play?

Dates required From  To

Time of booking From  To

Specify any dates not required

Which area is required?

Do you require equipment?

### How many people play?

Adult Male  Female

Juvenile Male  Female

Quarterly invoice Yes  No

Cash payment (payments must be made prior to play) Yes  No

**The applicant hereby agrees to the Conditions of Let, a copy of which is attached, and agrees that the delivery of the Booking Confirmation of let shall be the binding acceptance.**

Signed

Date

### For office use

Hire charge

Torex Acct No

Entered on Torex by

Date

If facilities not available, letter of regret sent by

Date

## To be completed by Hirers

### Protection of Vulnerable Groups (Scotland) Act 2007 (referred to as the PVG Scheme)

Do you provide organised and supervised activities for children less than 18 years of age and / or protected adults? Yes  No

If you answered yes, please answer the following (this only applies to people regularly working with children and / or protected adults):

(a) Do you know about the Protection of Vulnerable Groups Scotland Act (PVG) 2007 and are you fully aware of the implications for your organisation? Yes  No

(b) Do you know that anyone you recruit to do "regulated work" (whether paid or unpaid) must not be barred from regulated work with children and/or protected adults? Yes  No

**It is an offence to employ someone to a regulated work position if they are barred. You should therefore ensure they are PVG Scheme members.**

(c) Are you registered with CRBS, Disclosure Scotland or with a recognised Umbrella Body? Yes  No

(d) Are people recruited by you into a regulated work position (paid or unpaid since 28 February 2011) PVG Scheme members? Yes  No

(e) Have your leaders had Child Protection Training? Yes  No

(f) Does your group have a Child Protection Policy which incorporates a Code of Conduct and procedures for responding to concerns? Yes  No

(g) 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? Yes  No

## Sole trader declaration

**I confirm that under the Protection of Vulnerable Groups (Scotland) Act 2007 I am not barred from regulated work with children or protected adults, nor am I under consideration for listing.**

Please tick the box if you hold a Statement of Scheme Membership (PVG)

Signed:

Date:

## Affiliation / Qualifications

(a) Is your group affiliated to a National Governing Body / Umbrella Organisation? Yes  No

If yes, please identify

(b) Are all coaches/instructors appropriately qualified for proposed activity? Yes  No

(c) Does your group have appropriate Public Liability Insurance? Yes  No

## Invoice of block bookings

### If you wish to pay by quarterly invoice, the following conditions apply:

- (a) There is a written agreement for the booking of a series of 10 or more hires.
- (b) Each session is for the same sport or activity.
- (c) Each session is in the same place, although a different pitch, court or lane, or different number of pitches, courts or lanes is acceptable.
- (d) The interval between each session is a least a day and not more than 14 days. The duration of the sessions may be varied; however there is no exception for intervals greater than 14 days through the closure of the facility for any reason.
- (e) The Hirer must be a Constituted Club or Association and must submit with their application form their Club Constitution and minutes of the most recent AGM.
- (f) A Club or Association making a series of 10 or more lets exceeding 14 days will be invoiced quarterly.
- (g) Non payment of instalments by the due dates may result in the cancellation of the remainder of the let by East Dunbartonshire Leisure & Culture Trust.
- (h) The person to whom the facilities are let has exclusive use of them during the sessions.
- (i) The facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations such as a local league.

## Further details

### If you have any queries, please contact either:

Allander Leisure Centre,  
Milngavie Road, Bearsden,  
Glasgow G61 3DF

Tel: 0141 777 3070

Leisuredrome Leisure Centre,  
147 Balmuildy Road, Bishopbriggs,  
Glasgow G64 3HD

Tel: 0141 777 3060

Kirkintilloch Leisure Centre,  
Woodhead Park, Kirkintilloch,  
Glasgow G66 3DD

Tel: 0141 578 8222

## Other formats and translations

This document can be provided in large print, Braille or on audio cassette and can be translated into different community languages. Contact the Corporate Communications team at:

Tom Johnston House, Civic Way,  
Kirkintilloch, Glasgow G66 4TJ

Tel: 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

असुसोध करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।