**St Brides Centre - Booking Form (2025)**

Tel: 0131 346 1405 Email: cld-stbrides@ea.edin.sch.uk Website: <http://www.stbridescentre.com>

Address: 10 Orwell Terrace, Edinburgh, EH11 2DZ

|  |  |
| --- | --- |
| Name of Company, group or lead Individual | Click or tap here to enter text. |
| Description of purpose or let activities. | Click or tap here to enter text. |
| Type of Let | Regular Ongoing Let [ ]  | Occasional (Ignore Blue Boxes) [ ]  |

|  |  |
| --- | --- |
| Main Contact Name: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Postcode: | Click or tap here to enter text. |
| Main Contact Mobile Number: | Click or tap here to enter text. |
| Secondary or Landline Phone Number: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |

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| --- | --- | --- |
| Room(s) required. | Auditorium [ ]  | Studio [ ]  |
| Small Hall [ ]  | Meeting Room [ ]  |

|  |  |
| --- | --- |
| Date of Let (or Start Date) | Date (DAY/WEEK/YEAR) -Click or tap here to enter text. |
| End of Regular Let. | Date (DAY/WEEK/YEAR)-Click or tap here to enter text. |

|  |
| --- |
| Time of Let(s) – Rounded to Nearest Half Hour (eg. 11:00 to 15:30) |
|  | Times | Total Hrs |  | Times | Total Hrs |
| Monday | Click or tap. | - | Friday | Click or tap. | - |
| Tuesday | Click or tap. | - | Saturday  | Click or tap. | - |
| Wednesday | Click or tap. | - | Sunday | Click or tap. | - |
| Thursday | Click or tap. | - |  |

For more complex regular lets a comprehensive list should be included in addition to form. Including dates, day of the week, times, rooms, and information on frequency of lets (by-weekly, monthly, or infrequent).

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| --- | --- |
| Indicate whether a regular let will have holidays.Please state dates. | Click or tap here to enter text. |

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| What are the room set up requirements, access requirements or any additional information?  |
| Click or tap here to enter text. |
| What price do you charge your participants/members? | Click or tap here to enter text. |
| Do you give concessions? (Student, job seekers ect.) | Click or tap here to enter text. |
| Anticipated attendance numbers? (Please see details of capacity in the guidance notes)  | Click or tap here to enter text. |

**Bar & Alcohol**

* We are a licenced premise with a bar that can be opened for events.
* No external alcohol is permitted in the centre unless agreed with the management committee.

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| Would you want to have the bar open. | [ ]  |
| Would you want to bring your own alcohol and pay a corkage charge. | [ ]  |

**Pricing Per Hour**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday - Thursday | Friday | Saturday | Sunday  | Totals |
| Auditorium | £25.00 | £25.00 | £25.00 | £--.-- |
| Studio | £15.00 | £15.00 | £15.00 | £ --.-- |
| Small Hall | £20.00 | £20.00 | £20.00 | £ --.-- |
| Meeting room | £15.00 | £15.00 | £15.00 | £ --.-- |
| Bar | Cost confirmed by MC on case-by-case basis. | £ --.-- |
|  |
| CEC Out of hours Fee. | After 9pm | After 4pm | After 3pm | After 3pm | All day | £ --.-- |
| £34.00  | £34.00 | £34.00 | £34.00  | £34.00 |
|  |  |  |  |  |  | £ --.-- |

* Chairty and community groups can receive a 20% discount with Management Committee approval.
* There is a £34 per hour janitorial cover charge from Edinburgh Council for out of hour bookings. Additional time for opening and/or closing the centre following the booking will be included in this time, up to one hour total.
* For occasional one-off bookings, payment in full is required no less than 14 days prior to the letting date. The booking will not be confirmed prior to payment.
* For regular lets payment, a 5% discount will be applied for full payment upfront 30 days prior to the start of the term. Otherwise, payment is required in advance for the following month.
* Additional cleaning charges or deposit requirements can be applied by Management Committee discretion. Typically, £60 for cleaning.
* Access is limited due to steps into the studio and meeting room. A ramp for the main door is available on request, there is ramped access into the small hall.
* Your own sound technician is required for Auditorium bookings.

**IMPORTANT INFORMATION FOR ALL GROUPS**

**The Role of the Management Group:**

When letting the premises, the Management Group has no legal responsibility for vetting an organisation’s employees or volunteers. The organisation or individual taking the let is responsible for complying with the Protection of Children (Scotland) Act 2003 or the Protection of Vulnerable Groups (PVG) (Scotland) 2007.

Additional information can be found at the following:

* Central Registered Body in Scotland (CRBS) - [01786 849777](file:///C%3A%5CUsers%5Calex.mckendrick%5CDownloads%5Ctel%5C01786%20849777%5C) - info@crbs.org.uk
* Disclosure Scotland - 0300 020 0040- info@disclosurescotland.gsi.gov.uk
* Youth Link Scotland - 0131 313 2488 - info@youthlinkscotland.org

**Conditions of lets:**

* You agree to the full letting terms and conditions.
* Any breakages/damage to centre equipment or building fabric made during the let is the responsibility of your group and must be notified to a member of Centre staff. It is also the responsibility of the group to leave the premises tidy. The Management Committee reserve the right to claim reasonable compensation for loss or breakage of centre equipment.
* The Management Committee reserve the right to charge an additional cleaning fee of up to £200 if the premises is left in an unacceptable condition and require deposits for bookings.
* Centre staff maintains overall responsibility and their decision is final. This relates in particular to Health and Safety matters.
* The Management Committee reserve the right to cancel or alter the let at any time. In such a case a full refund will be given for the let hire.
* Let holder must give notice of cancellation in writing to the Management Committee. With at least 2 weeks’ notice prior to date of let, otherwise no refund will be given. Regular ongoing let’s must give at least 4 weeks’ notice prior to date of cancellation or changes to booking.
* If your let involves working with children or young people, all your staff and volunteers must have completed PVG checks, and the Management Committee may request evidence that those checks are in place.
* If your let involves teaching any sporting activity or physical exercise you need to be affiliated with a governing body. Please attach digital evidence of this or drop a paper copy into the centre office.
* If you are a constituted group, you need to have public liability insurance in place with an appropriate level of indemnity.
* No alcohol is to be consumed on the premises unless the Centre’s bar is open, or corkage has been agreed with the management committee and paid.
* Bicycles cannot be brought into the Centre.

**CONDITIONS OF USE – DECLARATION**

I have read and understand the attached terms and conditions for use of the St Bride’s Centre, including conditions relating to stewarding, public safety, use of equipment, fire evacuation plan, alcohol rules and public health advice for attendees.

|  |  |
| --- | --- |
|  | Yes/No |
| I/my company agrees to abide by all terms and conditions set out in this contract. | - |
| I/my company holds all necessary Public and Employers’ Liability Insurance. Copy required. | - |
| If your let involves teaching any sporting activity or physical exercise.I/my company hold all necessary governing body memberships or affiliations. | - |
| If your let involves working with children or young people.I/my company hold all necessary PVG certification.  | - |
| St Brides can use, modify and share your promotional material to advertise the booking and centre? | - |
| St Brides can contact you using your provided information to contact you to inform you of future developments, updates, centre programme and any other messaging the management committee.  | - |
| I confirm that all Company members have read, understood, and agree to conditions of Let Agreement. | - |
| **DECLARATION - I AGREE TO THE CONDITIONS OF LET**  |
| Company or group. PRINTED NAME IN CAPTIALS: | Click or tap here to enter text. |
| Lead Representative PersonPRINTED NAME IN CAPTIALS: | Click or tap here to enter text. |
| Lead Representative PersonSignature: | Click or tap here to enter text. |
| Date Signed: | Click or tap here to enter text. |

**For Office use only:**

|  |  |  |
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|  | Approved (Yes) | Not Approved |
| Approval |  [ ]  |  [ ]  |
| Reason for Refusal | Click or tap here to enter text. |

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| Total weekly charge. | £Click or tap here to enter text. |
| Total charge. | £Click or tap here to enter text. |

|  |  |  |
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|  | Yes | No |
| Contact Details | Click or tap here to enter text. | Click or tap here to enter text. |
| Room available at time specified. | Click or tap here to enter text. | Click or tap here to enter text. |
| Costs checked. | Click or tap here to enter text. | Click or tap here to enter text. |
| Public liability insurance. | Click or tap here to enter text. | Click or tap here to enter text. |
| Additional requirements of booking. | Click or tap here to enter text. | Click or tap here to enter text. |
| Booking suitability. | Click or tap here to enter text. | Click or tap here to enter text. |