

# St Brides Centre - Booking Form (2025)

Tel: [0131 346 1405](tel:01313461405) Email: [cld-stbrides@ea.edin.sch.uk](mailto: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		
Description of purpose or let activities.		
Type of Let	Regular Ongoing Let <input type="checkbox"/>	Occasional (Ignore Blue Boxes) <input type="checkbox"/>

Main Contact Name:	
Address:	
Postcode:	
Main Contact Mobile Number:	
Secondary or Landline Phone Number:	
Email:	

Room(s) required.	Auditorium <input type="checkbox"/>	Studio <input type="checkbox"/>
	Small Hall <input type="checkbox"/>	Meeting Room <input type="checkbox"/>

Date of Let (or Start Date)	Date (DAY/WEEK/YEAR) -
End of Regular Let.	Date (DAY/WEEK/YEAR)-

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

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).

Indicate whether a regular let will have holidays. Please state dates.	
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What are the room set up requirements, access requirements or any additional information?	
What price do you charge your participants/members?	
Do you give concessions? (Student, job seekers ect.)	
Anticipated attendance numbers? (Please see details of capacity in the guidance notes)	

## 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.

Would you want to have the bar open.	<input type="checkbox"/>
Would you want to bring your own alcohol and pay a corkage charge.	<input type="checkbox"/>

## 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	£
						£

- Charitable 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](tel:01786849777) - [info@crbs.org.uk](mailto:info@crbs.org.uk)
- Disclosure Scotland - [0300 020 0040](tel:03000200040) - [info@disclosurescotland.gsi.gov.uk](mailto:info@disclosurescotland.gsi.gov.uk)
- Youth Link Scotland - [0131 313 2488](tel:01313132488) - [info@youthlinkscotland.org](mailto: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:	
Lead Representative Person PRINTED NAME IN CAPTIALS:	
Lead Representative Person Signature:	
Date Signed:	

## For Office use only:

	Approved (Yes)	Not Approved
Approval	<input type="checkbox"/>	<input type="checkbox"/>
Reason for Refusal		

Total weekly charge.	£
Total charge.	£

	Yes	No
Contact Details		
Room available at time specified.		
Costs checked.		
Public liability insurance.		
Additional requirements of booking.		
Booking suitability.		