

**LANGLEE COMMUNITY ASSOCIATION
APPLICATION FORM FOR USE OF LANGLEE COMMUNITY CENTRE
2024**

NAME OF ORGANISATION	
PURPOSE OF LET	
NAME OF APPLICANT	
ADDRESS of Applicant	
TELEPHONE NUMBER(S)	
ADDRESS or EMAIL ADDRESS FOR INVOICE	
PURCHASE ORDER NO. (where applicable)	

NAME OF PERSON RESPONSIBLE AT TIME OF LET	
ADDRESS of responsible person	

Accommodation	Mark X	Day of Week	Start date	End Date	Start time (including setting up)	End Time (including clearing away)
Main Hall						
Kitchen						
Roundabout Cafe						
Quiet Room						
Lower level rooms						
Blue Room						
Red Room						
Green Room						
Yellow Room (games room)						
Coffee Bar area (free with other room(s))						

No of chairs required	No. of tables required
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Crockery or any other equipment please state	
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I agree to comply with the Conditions of Let attached/overleaf

Signature	Date
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FOR OFFICE USE

Application status	Charge per Let
No. of Lets	Total Cost per let

**LANGLEE COMMUNITY ASSOCIATION
LANGLEE COMMUNITY CENTRE
MARIGOLD DRIVE, LANGLEE GALASHIELS, TD1 2LP
TELEPHONE: BOOKINGS 01835 826671**

**CONDITIONS OF LET FOR BOOKING
LANGLEE COMMUNITY CENTRE
2023-2024**

- 1 All applications to book premises **MUST** be made on the proper application form, giving full details of the proposed let. The House Committee reserves the right to refuse an application, to impose special conditions or to modify, transfer or terminate a let.
- 2 The person responsible during the time of let must be in attendance and 18 years or over.
- 3 **Cancellation** of a let should be done in writing, giving seven days notice. Where sufficient notice is not given, the full charge for the let will be made.
- 4 Regular users will be invoiced monthly. Payments by Bank Transfer should be made to Langlee Community Association, Sort code 80-06-88 Account No 00534590.
Cheques should be made payable to: “**Langlee Community Association**”, and sent directly to: the Treasurer at Langlee Community Centre, Marigold Drive, Galashiels TD1 2LP.
- 5 Hirers are responsible for maintaining good order and behaviour when using the premises and due regard must be paid to other users and local residents.
- 6 The applicant will be held responsible for any damage done to the buildings, it's furnishings, fittings or other contents which arise as a result of the let.
- 7 **Weekend bookings and certain other large events are payable (in full) in advance** and may require **an additional fee of £100.00** to cover any extra cleaning, damage repairs etc found necessary at the end of the event. This fee will be returned if everything is found in order. The applicant completing the Booking Form will accept personal liability. **Such bookings may require prior House Committee approval**
- 8 **Functions with a Licenced Bar/Alcohol**
Hirers will be required to provide stewards for any booking where there is a licenced bar or alcohol allowed. Hirers are responsible for obtaining all licences/consents for Bars, performances or productions. The Hirer is also responsible for the removal of all glass bottles and cans away from the Community Centre at the end of the booking. **(Do NOT use the Community Centre's refuse bins).**
- 8 All crockery/cutlery used must be washed and returned to the appropriate cupboard. The Kitchen, Roundabout Café and Coffee Bar (if used) must be left tidy at all times or a surcharge will be made to the offending group/organisation. **No food or drink is permitted in the Red Room.**
- 9 Hirers/users are admitted to facilities at their own risk on the understanding that Langlee Community Association has no responsibility for any loss or damage.
- 10 It is the responsibility of the hirers to familiarise themselves with the fire regulations, which are displayed in the building. Hirers must ensure that they are able to organise their group to follow fire regulations should it be necessary. A Fire Action Plan is posted in every room. Hirers should also ensure that they know the location of the establishment's first aid kit,



Smoking is strictly prohibited in the Community Centre
Free WiFi available