

LANGLEE COMMUNITY ASSOCIATION
APPLICATION FORM FOR USE OF LANGLEE COMMUNITY CENTRE
2025/2026

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

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

Accommodation UPPER LEVEL	Mark X	Day of Week	Start date	End Date	Start time (including setting up)	End Time (including clearing away)
Main Hall						
Kitchen						
Roundabout Café (room)						
Quiet Room						
LOWER LEVEL ROOMS						
Blue Room						
Red Room (no food or drinks)						
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	

CONDITIONS OF LET – 2025/2026

LANGLEE COMMUNITY ASSOCIATION

LANGLEE COMMUNITY CENTRE, MARIGOLD DRIVE, LANGLEE GALASHIELS, TD1 2LP

BOOKINGS: Phone 01835 826671 Email: langleeccbcbookings@scotborders.gov.uk

1. OPENING HOURS

The Community Centre is available for bookings between the hours of **8.30am – 9.30pm Monday to Friday** (includes setting up and clearing away). Weekend bookings (Saturday/Sunday) are by special arrangement.

2. BOOKINGS

All applications to book premises **MUST** be made on the proper **Booking 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. **Bookings must be for a minimum of 1 hour per booking.**

3. RESPONSIBILITIES

- a. The person responsible during the time of let must be in attendance and 18 years or over.
- b. 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.
- c. The applicant will be held responsible for any damage done to the buildings, its furnishings, fittings or other contents which arise as a result of the let.

4. CANCELLATIONS

Cancellation of a let should be done in writing/email, giving **seven days notice**.

Where sufficient notice is not given, the full charge for the let will be made.

5. PAYMENT

Regular Users will be invoiced monthly. Occasional users will be invoiced after the event or in advance (weekends etc) Payment (on receipt of invoice) can be made by **Bank Transfer** to Langlee Community Association, Sort code 80-06-88 Account No 00534590, or by **Cheque** made payable to: “**Langlee Community Association**”, and sent directly to: the Treasurer at Langlee Community Centre, Marigold Drive, Galashiels TD1 2LP. Invoice number should be quoted as a reference for all payments.

6. WEEKEND BOOKINGS (Saturdays/Sundays)

Weekend bookings, parties 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. Weekend bookings must be for a minimum of 4 hours.**

7. FUNCTIONS WITH A LICENCED BAR or 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. CATERING EQUIPMENT

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. OWN RISK

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. FIRE SAFETY

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