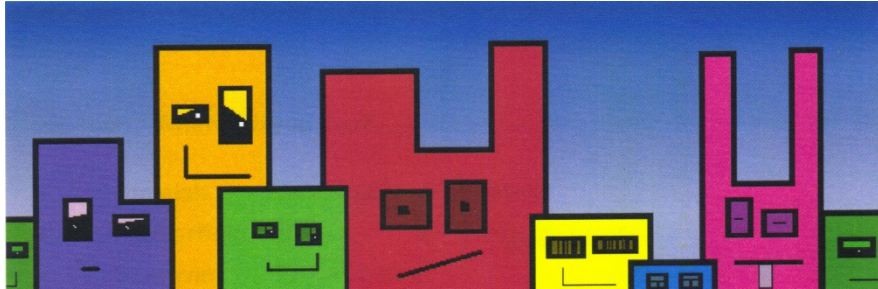


# WELCOME TO



## SANDWICK COMMUNITY ROOM

Sandwickhill School

# BOOKING FORM

Please complete the form and return to the Clerk:  
Claire Macleod | 4a Steinish | Stornoway | 703005  
[claire@hs2compliance.com](mailto:claire@hs2compliance.com)

*THANK YOU*

BOOKING DETAILS			
<b>Name of Organisation:</b>			
<b>Name of Group Leader:</b>			
<b>Address of Group Leader:</b>			
<b>Contact Number:</b>			
<b>Email Address:</b>			
<b>Billing Details (if different):</b>			
<b>Date Room Required:</b>			
<b>Time Room Required:</b>			
<b>Purpose of Booking:</b>			
<b>Expected Number of Persons:</b>			
Protection of Children Scotland Act 2003			
<b>Does this booking provide organised and supervised services/activities for children and/or young people under 18 years of age?</b>		YES / NO  If Yes, please complete <b>one</b> of the sections below.	
Organisation Declaration:			
a) Can you confirm that none of your leaders/volunteers have been placed on the Disqualified from Working with Children List?		YES / NO	
b) Has an enhanced disclosure for all leaders/volunteers recruited to your organisation since 11 April 2005 been obtained through Disclosure Scotland?		YES / NO	
<b>Name:</b>		<b>Signature:</b>	
<b>Organisation:</b>		<b>Date:</b>	
Individual Declaration:			
Having made all appropriate enquiries whether I could register with an umbrella organisation who could obtain Disclosures on me, I confirm that as sole/operator/trader I am unable to obtain an Enhanced Disclosure in terms of the Police Act 1997 and that I have no employees paid or otherwise, and therefore will not ask any other person to act on my behalf. I also confirm that I am not listed in the Disqualified from Working with Children List established under the Protection of Children Act Scotland 2003 or in the equivalent lists kept for England, Wales or Northern Ireland.			
<b>Signature:</b>		<b>Date:</b>	
FIRE WARDEN / EVACUATION CONTROLLER			
<b>Appointed Person Name:</b>			
As the appointed Fire Warden / Evacuation Controller I confirm that I am aware of all the precautions to be taken on the premises during its use. I will ensure that all individuals involved in this let are aware of the procedures.			
<b>Signature:</b>		<b>Date:</b>	

## CONDITIONS OF LET

- Room Hire = £5.00 per hour
- Sandwich Community Council reserves the right to refuse or cancel any bookings made by any organisation at short notice
- Sandwich Community Council will not be responsible for any property not belonging to it which is damaged, lost or stolen
- The organisers of the group will be held responsible for making good any damage caused to the property and/or fittings during their let.
- All rubbish must be removed from the Community Room by the user group.
- Groups using the Community Room must clean and brush/hover the room and leave it in a clean and tidy condition
- Any breakages or damage to the Community Room must be entered in the Visitors Book and reported to the Clerk
- NO SMOKING is permitted in the Community Room
- Alcohol is not permitted in the Community Room
- Users should check that all windows and doors are secured and that lights are switched off before leaving the Community Room
- Please ensure heating is left on at 15°C during winter months.