*Use this form to book an activity / class / event*

**About your organisation / group**

|  |  |
| --- | --- |
| Name contact person |  |
| Tel no |  |
| Email address |  |
| Postal Address |  |
| Name of organisation / group |  |
| Website address |  |
| Facebook page |  |
| Instagram link |  |
| the organisation is a ….. organisation | 🞏 Profit – Business  🞏 Non – Profit (charitable status)/ Community Group  🞏 Education /Council/ NHS  🞏 Other …………………………………………… |

**When you book as an Individual (not for Parties, Weddings, etc) \***

|  |  |
| --- | --- |
| Name |  |
| Tel no |  |
| Email address |  |
| Postal Address |  |

\* If you wish to book for a Private function such as birthday parties, weddings, family gatherings, etc. pleased contact the Larick Centre [larickcentre@tayportct.org.uk](mailto:larickcentre@tayportct.org.uk)

**About your booking**

| * **We will ask you to show a Covid19 Risk Assessment for your activity beforehand.** * Min booking time 30 min. * When this is a block booking, please provide all the dates you would like to book the spaces for. | | | |
| --- | --- | --- | --- |
| Date | Start time (incl. set up) | Finish time (incl. tidy up) | Room/Hall |
|  |  |  |  |
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*Note: Please ensure you have include enough set up and take down time when deciding your booking start & finish time.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rooms/Hall | |  | Equipment required (Specify quantities) | |
| SEH | Sea Eagle Hall (capacity 100-150) |  | Tables |  |
| OR | Otter Room (capacity 45) |  | Chairs |  |
| RSR | Red Squirrel Room (capacity 24) |  | Chairs with arm rest (max 15) |  |
| KFR | King Fisher Room (capacity 12) |  | Projector |  |
| OR + RSC | Otter Room and Red Squirrel Room (capacity 60) |  | Projector screen |  |

Please mind, the capacity numbers are pre-Covid; depending on rules and advised measures from the Scottish Government the numbers can be restricted.

If you are not sure which room(s) would be suitable for your activity, please contact us and we are happy to assist.

|  |  |
| --- | --- |
| Would you like catering for an additional fee? The Larick Café can provide catering for small groups and events.  If yes, please contact [larickcentre@tayportct.org.uk](mailto:larickcentre@tayportct.org.uk) for more details | YES / NO |

|  |
| --- |
| Please tell us about your event / activity which we will publicise on our website: |
| Name activity:  What can people expect (description of the activity):  Age group:  Start and finish times of the event/activity for particpant:  Cost of participation:   |  |  | | --- | --- | | Numbers expected: |  | |  |  | |
| How will participants be able to book? |

|  |  |
| --- | --- |
| Are you insured for your activity? | Yes / No / N/A |
| Will you use the PA system?  Do you hold a music licence for your activity? | Yes / No / N/A  Yes / No / N/A |
| Will you be bringing electrical equipment into the building?  If YES, has it been PAT tested within 1 year? | Yes / No / N/A  Yes / No |
| Will you organise your own publicity? | Yes / No / N/A |
| Would you allow sharing your publicity with The Larick Centre i.e. on our Facebook page, website, Instagram?  (If yes, *please send poster/pictures of the activity*) | Yes / No / N/A |
| Can we take pictures of your activity and put these on our Facebook page/ website or Instagram? | Yes / No / N/A |

**Declaration**

By signing and submitting this form I declare that;

* I confirm that the information entered on this form is true & accurate.
* I confirm that I have read, understood & familiarised myself with the Conditions of Hire which are published on our website at [www.tayportct.org.uk](http://www.tayportct.org.uk)
* I understand this form will be kept at The Larick Centre Office for the purposes of (1) managing bookings and (2) the safe & effective management of The Larick Centre.

|  |  |  |
| --- | --- | --- |
| Date | Name | Signature |
|  |  |  |

Please return this form to us by email at [LarickCentre@tayportct.org.uk](mailto:LarickCentre@tayportct.org.uk) or by posting/hand delivering it to The Larick Centre, Shanwell Road, Tayport, DD6 9EA

**For office use**

|  |  |
| --- | --- |
| Application received date: |  |
| Decision outcome: |  |
| Decision maker: |  |
| Decision date: |  |
| Applicable charges: | 🞏 Regular bookings- Profit  🞏 Regular bookings – Non-profit  🞏 Occasional bookings - Profit  🞏 Occasional bookings – Non-profit |
| Covid19 Risk Assessment: |  |
| Notes: |  |
| Invoice sent: |  |