



APPLICATION FOR USE OF STRATHBROCK COMMUNITY CENTRE

OCCASIONAL LET

Please complete the following in BLOCK CAPITALS

Section 1 – Date & Day of Week Required

Day of Week	Date

Section 2 – Details of Applicant to whom the booking confirmation should be sent to.

Name of Organisation/Group:	(Please complete).....		
Name of Applicant		Post Held	
Address			
		Post Code	
Daytime Tel No.		Evening Tel No	

Section 3 - Details of Person in Attendance if different from above

Name of Applicant		Post Held	
Address			
		Post Code	
Daytime Tel No		Evening Tel No	

Section 4 – Accommodation

Type of Activity	(Please complete).....						
Accommodation required	Main Hall	Play Room	G.P.1	G.P. 2	A.L.R.	Youth Room	Coffee Lounge
Start Time							
End Time							
Numbers expected in each area							
Additional requirements e.g. tables, chairs							



**Strathbrock
Partnership Centre**

Scottish Charity Number SC003683



West Lothian Council

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Section 5 – Resources you may require

	(Please tick)
Access to the Internet	
Flipchart Stand	
TV & Video/DVD	
Use of Smartboard (own laptop)	
Use of Crockery and utensils	

If you are using the internet, you will be asked to sign our internal internet log book. Please note that internet access is only available via the Adult Learning Room's desktop computers

**Crockery and utensils must be washed and dried after use.
A charge will apply where this condition has not been met.

Section 6

Comments

{a}	Will food be prepared on the premises?	Yes/No (delete)	
{b}	Will alcohol be sold on the premises?	Yes/No (delete)	
{d}	Is your group a youth group?	Yes/No (delete)	
{e}	Will music be played?	Yes/No (delete)	

Please note if answer to the above (a,b) is yes, then appropriate certificates must to be presented to reception desk 48 hours before the event.

Having read and fully understand the Committee's Letting Policy, Scale of Charges and notes attached to the this application form, I wish to apply for the above accommodation on the conditions stated. I declare that I am over 25 years of age.

Signature _____

Date _____

Print _____

Group _____

Continued



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Notes

Section

- 1** Date & Day of Event must be completed
- 2** To be completed by the person who is to receive all correspondence.
- 3** To be completed by the person in attendance who will be responsible for the group on the day(s) of let(s) and for ensuring compliance with the Conditions of Let.
- 4** Please indicate whether hall, room etc. required along with start time, end time and the approximate numbers expected in each.
- 5** If Internet access is used internet book at reception must be signed
- 6** [a] The kitchen is equipped for basic level cooking. The kitchen should be used in accordance with the Food Safety (General Food Hygiene) Regulations 1995.
[b] A liquor licence should be obtained by phoning **01506 777227** (application for licence should be presented with a minimum of 4 full weeks before the licensed event)
[c] A Youth Registration Form must be completed and returned to the Community Education Office for approval.
[e] Music must not exceed the maximum level of 85dba

Charges will vary according to the type of group/organisation. Full charge must be submitted on application.

Applications and enquiries on letting of Strathbrock Community Centre should be directed to:-

Strathbrock Community Centre
189{a} West Main Street
Broxburn
EH52 5LH

Telephone 01506 771733

Office Use Only

Centre Charge	Council Charge
Invoice Number	Date Raised

Continued



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ROOM SET UP REQUIREMENTS

GROUP	
DAY/DATE OF LET	
ROOM	
NO OF TABLES	
NO OF CHAIRS	
ANY OTHER REQUIREMENTS	

LAYOUT OF ROOM (please use additional paper if needed)