

The Hub @ Project 24

BOOKING FORM



Name of Organisation	
Name of Office Bearer	
Address & Postcode	
Email Address	
Telephone Number	

User Rate Applicable:

Standard Comm/Vol Charity Other

If Other please state: _____

Dates Required	From: To:
Times Required	From: To:
Exclude Dates	
Purpose of Booking	
Estimated Numbers in attendance	
Age range of attendees	
Other relevant information	

Do you require the space to be enclosed with sides or remain open?	
Do you require access to toilet facilities?	
Do you require seating? Please advise quantity.	
Do you require tables? Please advise quantity.	
Do you require access to electricity?	

- Please be advised where toilet facilities required, the key must be collected from the Town Hall prior to booking and returned immediately after event.
- Please note when an event is set up, this cannot be changed during an event as no maintenance staff will be available until the end of the event. (Example: the sides cannot be adjusted during event period)

Safeguarding Children and Young People Policy and/or Adults Who May Be Vulnerable Policy

North Down Borough Council Policies require- groups or individuals engaged in organised activity involving children, young people and/or adults who may be vulnerable who wish to use Council's facilities must confirm at the time of booking that they/their organisation has a Safeguarding Policy. Where no policy is in place you will be required to follow guidelines and procedures contained within Council policies.

- I/we confirm that our 'organisation' has a current policy regarding the safeguarding of children, young people and/or adults who may be vulnerable that follows current best practice guidelines (available from the Volunteer Development Agency)
 Tick as appropriate.
- I/we do not have a current policy regarding the safeguarding of children, young people and/or adults who may be vulnerable relevant to our 'organisation'. We therefore agree to adopt Council's Safeguarding Policies whilst using the facility as a condition of booking. I/we accept responsibility for ensuring that the Council's policies are adhered to (this particularly – but not exclusively, relates to the 'code of behaviour', the guidance on incident handling, and the supervision ratios. Copies of the Council's policies are available in printed form upon request, or via the Council's website; www.northdown.gov.uk)
 Tick as appropriate.

I AGREE TO COMPLY WITH THE CONDITIONS OF LETTING

SIGNED: _____

POSITION IN ORGANISATION: _____

Please Return Completed Forms To:

North Down Borough Council

Development Services, Project 24

Town Hall, The Castle

BT20 4BT

Or via email: developmentadmin@northdown.gov.uk