*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)  🞏 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 |  |
| RSC + cafe | Red Squirrel Room opened up with the cafe |  | Projector screen |  |
| OR + RSC | Otter Room and Red Squirrel Room (capacity 69) |  | Flask of hot water (3L) |  |
| OR + RSC + cafe | Otter Room & Red Squirrel Room opened up with the cafe |  | Jug of cold water (2L) |  |

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?  If yes, please contact [larickcentre@tayportct.org.uk](mailto:larickcentre@tayportct.org.uk) for more details | YES / NO |

|  |
| --- |
| How would you like your room/s or hall set up: |
|  |

|  |
| --- |
| 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?  If no, would you like us to help to make publicity?  (*please send poster/pictures of the activity*) | Yes / No / N/A  Yes / No |
| Would you allow sharing your publicity with The Larick Centre i.e. on our Facebook page, website, Instagram? | Yes / No / N/A |
| Can we take pictures of your activity and put 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: |  |