

THE XAVIER CENTRE CARFIN – BOOKING FORM

APPLICATION FOR HIRE OF FACILITIES

(Smoking will not be permitted in the building or grounds of The Xavier Centre)

Any person wishing to hire the facilities on behalf of an organisation or for their own private use should complete this form and return it to The Xavier Centre Management Team, Taylor Avenue, Carfin, Motherwell, ML1 5AJ. Tel: 07913186431 **(please note: hirer's must be 18 years or over – proof maybe required).**

Name of Organisation/ Company:	
Name of person responsible for Hire:	
Address:	
Post Code:	
Email Address:	
Contact: (daytime) Tel:	
Contact: (evening) Tel:	
Fax:	
Purpose of Event / Activity	
Date:	
Start Time:	
Finish Time:	

FOR OFFICE USE ONLY		
Date of receipt:		
Time:		
Booking reference no:		
Customer reference no:		
Committee initials:		
Confirmation checked:		
Relevant staff informed i.e. catering; disco etc (if required).		
Deposit received:		
Full balance received:		
Verification of child protection registration number: (if applicable)	Yes	No
Commercial:		
Voluntary / Charity / Non Commercial:		
Confirmation issued by:		
Date issued:		

Child Protection

Are you an individual or organisation working with children under 18 years of age?	Yes	No
Will under 18's be taking part in this event?	Yes	No
Is your group or organisation registered with North Lanarkshire Council's Child Protection database?	Yes	No
If yes, please give your registration number:		If no, please refer to the Conditions of Let

Maximum Capacity of Hall:

Layout required:

Please draw a draft plan of the layout of hall required (if applicable)

Serial of Date(s) hall required (if groups etc.)

Date	Start Time	Finish Time	Date	Start Time	Finish Time

Please list your requirements of let: (Hall, Kitchen Facilities, Catering, DJ equipment, etc.)

BAR FACILITIES

If the hirer wishes to provide a toast or bottles of wine on the tables please specify. This will be discussed with The Centre Management Team member prior to the event.

CATERING FACILITIES

Catering can be provided on request and discussed with The Centre Management Team member prior to the event.

INDUCTION TO THE FACILITIES

A member of The Centre management Team will provide fire safety procedures, use and location of the facilities.

I hereby undertake that the conditions of let, which I have read, will be observed and I can accept responsibility for meeting the appropriate charges in accordance with conditions determined by The Xavier Centre and as applicable on the date(s) of hire. I understand the cancellation of a booking or change of date will result in a cancellation fee as per the conditions of let attached.

Signed: _____ Date: _____

(person named overleaf who is booking the accommodation and is responsible for payment)