

# Dounby Centre Booking Form

## How to Book

Completed forms should be returned to [leisure.culture@orkney.gov.uk](mailto:leisure.culture@orkney.gov.uk).

Contact details for Dounby Centre are [dounby.centre@glow.orkneyschools.org.uk](mailto:dounby.centre@glow.orkneyschools.org.uk).

You will receive confirmation of your booking by email.

**Name of Club/Organisation:**

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Booking made by:		Invoice to be sent to:	
Name:		Name:	
Position:		Position:	
Address:		Address:	
Postcode:		Postcode:	
Email address:		Email address:	
Phone number (daytime):		Phone number (daytime):	
Phone number (evening):		Phone number (evening):	
Mobile phone number:		Mobile phone number:	

Booking title (e.g. U15 training):		Junior or Senior:	
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Activity:	Start date:	End date:	Number of weeks:	Option 1 – day:	Option 2 – day:	Option 1 – time:	Option 2 – time:

Exclusion dates:	
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**Facilities required:**

<b>Outdoor:</b>		<b>Indoor:</b>	
Grass pitch.		Main hall.	Community room 2.
Sand soil pitch.		Small hall.	Community room 3.
		Fitness suite.	Meeting room.
		Community room 1.	Art room.

**Equipment required/set up:**

Football goals (small/5 a-side/ full size).		Balls (type and number).	
Netball posts (specify height).		Cones (number).	
Badminton posts and nets.		Bibs (sets).	
Additional equipment/information:			

**Child protection – for junior bookings only:**

I confirm that all coaches and volunteers work for/with our team have a current, satisfactory disclosure check, and hold an appropriate qualification. (This is the responsibility of the Club/Group).		
Does your club have a Child Protection Policy and Officer in place?		
For all clubs with junior members, please provide Officer's name:		

**Club/Group Insurance:**

Please provide details of Club/Group insurance held.

Policy provider:	
Policy number:	

Copies of documentation may be requested to be held on file.

**Risk Assessment:**

To encourage best practice, we require all clubs/ groups to provide a basic risk assessment for their activity at the time of booking.

Club has provided a Risk Assessment?	Yes.		No.	
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**COVID Requirements:**

As restrictions are ending, we don't require additional information for COVID-19 protocols however if the situation was to change, we would contact clubs to ask for relevant information.

**Declaration:**

I have read and understood the conditions of hire and agree to abide by them. I will not infer that by submission of this application form, the booking will be accepted. I agree that this application is provisional, subject to availability of facilities, until confirmation has been made. I understand that if I cancel with less than seven days' notice, I will be charged in full.

Sign:	
Print:	
Date:	

**Terms and Conditions of Use:**

- The Centre is available for hire during evenings on weekdays and at weekends. The school has priority from 09:00 to 17:30. Additional time may be available during school holidays or for special events.
- Consideration will be given to special events – e.g. Inter-County matches, large competitions and high-profile weekend events. Management reserve the right to interrupt regular bookings for special events.
- In the event of the need to alter or cancel any booking we will endeavour to give as much notice as possible. Alternative sessions will be offered wherever possible.
- Any cancellations must be made with 7 days' notice or Hirer will be charged in full, cancellations received at short notice due to bad weather or government restrictions may not be charged at the facility's discretion.
- Thirty minutes will be the minimum booking period.
- Charges will include provision of basic equipment for activity where available.
- Setting up and clearing away will be carried out within the hire period. Special arrangements will be made in exceptional circumstances.
- Staff will be available to assist with set up and take down. Care must be taken using any equipment and any damage or faults must be reported to the staff on duty. Users may be held responsible for damage done. Management reserve the right to suspend anyone whose irresponsible behaviour causes damage to any part of the building or its contents.
- Management must be informed of who the person responsible for each session is, particularly if there are children in the group.

- All groups must be aware of the need to have adults who are adequately trained and PVG registered if they have children and vulnerable people within their group – further information is available from OIC Active Schools team or Community Sports Officer (Telephone: 01856873535 Extension 2441 or 2443).
- Clubs must ensure they hold a first aid kit during bookings.
- Clubs must submit a Risk Assessment.
- Group leaders must be aware that they may have a role in ensuring the group evacuates the building the event of an emergency.
- Behaviour of club members must be such that they do not cause inconvenience to other users or cause damage to any part of the building. Any damage must be reported to a member of staff, and repair may be charged to the club or individual.
- Food or drinks (excluding water) are not allowed on the playing surfaces and all areas must be kept as tidy as possible with litter disposed of in bins provided.
- Security of personal belongings is the responsibility of each person.
- Appropriate non-marking footwear must be worn on all indoor playing surfaces. Outdoor shoes must not be worn.
- Footwear for outdoor sport (e.g. studs) must not be worn inside the building.
- If you organise youth activities (U16) please ensure parents or responsible adults accompany their children to the venue are responsible for their safety before and after the booking.
- Invoices will be sent monthly for bookings in arrears.
- If you would like to amend or discuss your booking, please contact Orkney Islands Council.

### **Data Protection Privacy Notice:**

We require the information on this form in order to process your booking application. Providing this public service is the legal basis for the Council's lawful processing of your personal information. The information may be shared within the local authority.

The information relating to this application will be retained for the period stated in the Council's retention and disposal schedule. For more information about how we process information, please contact us or visit <https://www.orkney.gov.uk/Online-Services/privacy.htm>.

**For office use only:**

Scuba contract reference:			
Date booking received:		By:	
Confirmed booking:		By:	

Following information provided:

Copy of COVID risk assessment.		Insurance details.		Child protection information.	
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