

# Hilton Community Centre Booking Form 2024/2025



Name of organisation			
Contact Name & Address		Invoice Name & Address (if different from Contact)	
Telephone numbers		Telephone numbers	
Email		Email	

Day required	
Dates – start and end	
<b>Excluded/additional dates (i.e. school holidays/in service days)</b>	
Room/Facility required	
Session start time (including set-up):	
Session finish time (including take down):	
Do you need room set up prior to activity time above	
If yes, equipment required & room layout	
Purpose of Let	

Number of people	Under 18 -	18 & Over -
Is this for vulnerable adults or children / young people **		

Do you give us permission to give out your phone number to customers enquiring about your groups / on our centre marketing?	Yes/No
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BAND (Please Circle)	CHARGES ARE PER HOUR UNLESS OTHERWISE STATED
A	<b>COMMUNITY ACTIVITIES</b> - Sporting, social, political and religious activities and meetings, not for profit instruction, activities, ceilidhs and dances where any fees taken go to voluntary sector clubs, musical competitions, Blood Transfusion Service
B	<b>SEMI – COMMERCIAL</b> - Instructional activities of educational or sporting content where the instructor retains the income, elections, unlicensed ceilidhs and dances where individuals retain the income, weddings.
C	<b>COMMERCIAL</b> - Commercial organisations for profit making activities including instruction, dances, events, sales and spectator events.
<b>Method of Payment</b> - Cash/Invoice	

<p><b>Terms and conditions of let</b></p> <ul style="list-style-type: none"> <li>• Booking times must include preparation and dismantling of equipment.</li> <li>• Once the booking is confirmed, 7 days' notice of cancellation is required otherwise charges may apply.</li> <li>• Before we can accept a club booking a <b>child protection policy, relevant teaching qualifications, valid club insurance, first aid certificate, coaches PVG numbers and equipment floor plan (where applicable)</b> must be submitted with the booking sheet.</li> <li>• Each coached session must have a qualified coach and a qualified first aider on site.</li> <li>• High Life Highland reserves the right to cancel your booking at any time.</li> <li>• High Life Highland has the right to amend or add to these conditions of let at any time.</li> <li>• Times include setup and take down therefore staff may clear up lets 5 minutes before the end of the let and take up to 5 minutes to setup at the start of each let.</li> </ul>
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## General Data Protection Regulations

To view our High Life Highland Privacy Notices, please visit [www.highlifehighland.com/gdpr/privacy-notices](http://www.highlifehighland.com/gdpr/privacy-notices) or to request a printed copy please email [DPO@highlifehighland.com](mailto:DPO@highlifehighland.com).

I confirm that I have read and understood the privacy notice and I consent for my information to be processed as described.

I also confirm I have read the terms of conditions of lets and I agree to adhere by them. I understand that failure to comply with all terms and conditions, or to provide false information on this booking form, will result in termination of my let.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

## Marketing Preferences:

High Life Highland would like to keep you updated with news, updates and special offers!

To view our High Life Highland Marketing Privacy Notice, please visit [www.highlifehighland.com/gdpr/privacy-notices](http://www.highlifehighland.com/gdpr/privacy-notices) or to request a copy email [DPO@highlifehighland.com](mailto:DPO@highlifehighland.com) or alternatively ask one of our facilities.

I would like to receive news and updates from High Life Highland via:

Post  Phone  Email  SMS

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01463 644337  
[hiltoncc@highlifehighland.com](mailto:hiltoncc@highlifehighland.com)

