

James Cameron Community Centre

Booking Form 1st April 2024 to 31st March 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	
Excluded/additional dates (i.e. school holidays/in service days)	
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?	
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Please tick which band applies to your booking	
Band A	Community Activities, sport, social, political, religious; Not for profit instruction; Musical competitions, Blood Transfusion Service; Dance practice without instructor; Fund raising
Band B	Semi-Commercial, Instructed activities, educational or sporting content, instructor retains income
Sporting or Non Sporting Activity	

Band and Room Charge	
Method of Payment -	

Terms and conditions of let

- Booking times must include preparation and dismantling of equipment.
- Once the booking is confirmed, 7 days' notice of cancellation is required otherwise charges may apply.
- Before we can accept a club booking a **child protection policy, relevant teaching qualifications, valid club insurance, first aid certificate, coaches PVG numbers and equipment floor plan (where applicable)** must be submitted with the booking sheet.
- Each coached session must have a qualified coach and a qualified first aider on site.
- High Life Highland reserves the right to cancel your booking at any time.
- High Life Highland has the right to amend or add to these conditions of let at any time.
- Times include setup and take down therefore staff may clear up sporting lets 5 minutes before the end of the let and take up to 5 minutes to setup at the start of each let.

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General Data Protection Regulations

To view our High Life Highland Privacy Notices, please visit www.highlifehighland.com/gdpr/privacy-notices or to request a printed copy please email 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 or to request a copy email 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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