**MULTIPLE DATE LETTING APPLICATION FORM**

**ALL SECTIONS MUST BE COMPLETED FOR OFFICE USE ONLY**

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| |  |  |  |  | | --- | --- | --- | --- | | Name of Club/Organisation/ Applicant | |  | | | Contact Address  Including Postcode | |  | | | Contact Numbers | | Home  Work/Mobile | | | Contact Email | |  | | | Date of Birth | |  | | | Invoice Contact Detail  (If different to above) | |  | | | Name of Facility/Building  Requested | |  | | | Purpose of Hire/Activity  (If event/specialist booking, please refer to separate criteria) | |  | | | Facilities Required - Specify all Areas Required (eg kitchen, hall, pitch, changing area). If one facility is required for less time than another, please specify | |  | | | Equipment/Resources Required  e.g. Number of tables/chairs etc | |  | | | **Day(s) of Hire** | **Start Date** | | **End Date** | |  |  | |  | | **Time(s) of Hire (must include setting up and clearing away)** | | | | | **Start Time(s)** | **Finish Time(s)** | | **Total Session Time(s)** | |  |  | |  | | **Approximate number of participants attending each session: Over 18s**  **Under 18s** | | | | | **Are refreshments to be provided**  **Confirm relevant licensing with Site Management prior confirming booking** | | | | | |  |  | | --- | --- | | **Facility category** |  | | **Group rate** |  | | **Endorsed by if free** |  | | **Cost** Per hr/per session |  | | **VAT exemption applied for.** |  | | **Financial code** |  | | **Gladstone member number** |  | | **Booking ref** |  | |
| |  |  |  |  | | --- | --- | --- | --- | | **Confirmed** |  | **Refused** |  | | **Approved by** | | **Reason**  **(if refused)** | | |  | | | **Print name** | | |  | | **Key to be collected by (name)** | | | **Facility staff available (yes/no)** | | | **Checks Made** | | **Tick √ or n/a (if not applicable)** | | | **Equipment** | |  | | | **Constitution** | |  | | | **Insurance** | |  | | | **NGB affiliation** | |  | | | **Qualifications** | |  | | | **Accounts** | |  | | | **PVG Checks** | |  | | | **Licenses** | |  | | | **Music** | |  | | | **PAT** | |  | | | **Processed By** | | **Date** | | |  | |  | | |

**NB: For cancellations, hirer must inform Aberdeenshire Council 48hrs notice prior to the hire of full hire charge will be levied.**

**For invoicing purposes, the minimum charge will be £10.00**

I confirm that I accept the terms and conditions applicable in the Terms & Conditions on the reverse of this form and will ensure that the users comply with them. I authorise the use of my personal information for the purposes stated in the relevant Privacy Notice.

**Signature of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of applicant (Block capitals) ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Club/Organisation supplementary information sheet (To help establish the appropriate rate for your club/organisation, please complete this sheet answering the questions)**

**Club/Organisation Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Is your club or organisation (please tick all that apply)

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* A formally constituted group
* An informal group
* A business

If you are a formally constituted group, please provide a copy of your constitution. If necessary, we may require a copy of your certified accounts.

Please note, groups that are not directly associated with Aberdeenshire Council are required to hold public liability insurance. We will require evidence of valid insurance.

1. **Do you or anyone in your club/organisation receive remuneration for the services provided?**

YES / NO (delete as appropriate) If yes, please provide details:

1. **Do you or does your club/organisation deliver services or activities to any of the following?**

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Please tick all that apply:

* Children under 3 years
* Children and young people aged 3-18 years
* Students in full time Education under the age of 25
* Over 60 or previously eligible for concession
* Those in receipt of benefits below:

*Carers Allowance; Housing Benefit; Universal Credit (& Council Tax reduction); Income Support(& CT reduction); Working Tax Credit (& CT reduction); Employment and Support Allowance (previously Incapacity Benefit / Invalidity Allowance); Child Tax Credit (& CT reduction); Job Seekers Income Based Benefit; Pension Credit (Guaranteed Credit only); Disability Living Allowance (PIP)(& CT reduction); Severe Disability Allowance (& CT reduction); Industrial Injuries Disablement Allowance).*

# If you have ticked any of the categories above - do 75% or more of your members fall into these categories?

# YES / NO (delete as appropriate)

Thank you for taking the time to complete this form - please return it with your letting form.

**Declaration:**

**I certify that the information I have provided is correct.**

**Signature of application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of application (block caps) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# TERMS & CONDITIONS (EXTRACT)

1. Application for the use of accommodation shall be made to the appropriate establishment. 14 days’ notice of any intended let should be given. No establishment or any part thereof shall be used without authorisation.
2. No bookings shall extend out with Normal Operating Hours without prior approval.
3. In the event of a cancellation lessees shall give at least 48hrs notice. Failure to do this will result in full hire fee being charged.
4. It shall be within the discretion of Aberdeenshire Council: i) to transfer lettings from one establishment to another; ii) to modify or discontinue a let if the accommodation is required for other purposes; iii) to refuse occupancy, withdraw equipment or to terminate any let in cases where such an action appears necessary.
5. The council reserve the right to inspect appropriate documents and procedures in relation to the application

e.g. national governing body affiliation, instructor qualifications, insurances, accounts, constitution of organisation, PVG checks.

1. All bookings shall be open to inspection at any time by an authorised official of the council.
2. Activities must be confined to the times and areas approved on the application form.
3. Organisations using specialist equipment can only use that equipment if there is a person authorised and qualified to use that equipment.
4. Organisations using swimming pools must observe the procedures laid down in the ‘Normal Operating Procedures’ for that particular swimming pool.
5. Where groups intend to use kitchen facilities, this should be clearly indicated on application. There may be a charge for the use of kitchen facilities. Depending on the nature of the hire, the hirer may be required to evidence possession of food hygiene qualification. A separate kitchen application may be required.
6. The hirer shall appoint a competent and responsible person who must be present and in charge during the hire. This “person in charge” must be familiar with the Terms & Conditions and all emergency procedures relating to the facility.
7. The hirer will be responsible for communicating to the group information regarding fire regulations, the Terms and Conditions and any other emergency procedures.
8. Organisations must ensure that there is sufficient supervision of its activities. Where instruction or coaching is taking place, the council reserve the right to request information on qualifications of those involved.
9. The use of the premises shall be sanctioned on the signed undertaking that the hirer will be responsible for the proper conduct of the hire and participants and will indemnify the Council for any damage done to the building, furnishings, fittings or other contents during the period of the hire.
10. The hirer is responsible for any damage to the premises and equipment and for the conduct of the members of the organisation/club and behaviour of patrons during the period of use.
11. Alterations to the premises, such as the fixing of apparatus and equipment or decoration are prohibited unless agreed in writing by the council. Repairs required as a result of damage to the premises will be charged to the hirer.
12. The Council will not accept liability for any accident that may happen, or any loss that may be sustained in connection with a hire unless there has been contributory negligence. Hire group should have appropriate insurance to cover their activities. The hirer must ensure that all damages to property and injuries to persons during the time of use are notified immediately to facility staff.
13. It is the responsibility of the hirer to turn off lights and heaters prior to securing the building if there is no facility staff present to close the building.
14. Accommodation is used for a variety of purposes. Often the need to accommodation is so great that a number of different organisations re sharing the premises at one time. The Council expects that users of facilities will treat other users and staff with respect at all times.
15. Whenever it is proposed to provide or directly/indirectly sell alcohol, this must be clearly stated on the application and is subject to appropriate authorisation form.
16. Smoking and vaping are prohibited on all Council premises. This includes grounds/car parks as well as buildings.
17. Where any hire involves the sale of goods or public entertainment, the hirer is responsible for ensuring that the correct license, if required, is obtained.
18. A print of the full Terms & Conditions will be available in every establishment.

**PRIVACY NOTICE - SPORT & PHYSICAL ACTIVITY**

Some personal data is collected and stored by Aberdeenshire Council when you undertake activities run by the Sport & Physical Activity section of Aberdeenshire Council. The reasons for holding this information are detailed below. Information is held by Aberdeenshire Council, who are both the Data Controller and Data Processor.

The Data Protection Officer for Aberdeenshire Council can be contacted at Town House, 34 Low Street, Banff, AB45 1AM Email - dataprotection@aberdeenshire.gov.uk

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| --- |
| Being collected by Aberdeenshire Council |

Your information is:

Your information is being collected to use for the following purposes:

* Full name, date of birth, address and contact details (email, mobile or landline phone no) are collected from members of customers who partake in all sporting activities which include for discounted access or have season passes; regarding membership arrangements or any issues relating to their bookings or classes and facilitate on-line bookings.
* The age is collected from the customer to ensure the correct age-related charge is being applied, or age restricted products are not sold.
* Gender and age information is collected for equity and performance
* Medical details are collected, on a self-declaration basis where customers have conditions, we may need to be aware of when under our direct supervision.
* Bank details are collected, on a self-declaration basis where customers have conditions, we may need to be aware of when under our direct supervision.
* Bank details re-collected from members to facilitate the payment of Direct Debit agreements and/or on-line payments to allow Aberdeenshire Council to collect payments from you, if and when they become due.
* If an NEC card is required, we will collect Passport number, Driving License number or other such reference number as formal proof of identity.

The Legal Basis for collecting the information is:

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Data** |  | **Special categories of personal data *(Please tick all that apply)*** | |
| Consent |  | The data subject has given explicit ***consent*** to the processing |  |
| Performance of a Contract | **X** | Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of ***employment, and social protection law*** |  |
| Legitimate Interests 1 | **X** | Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity |  |
|  |  | Processing is necessary for reasons of ***substantial public interest*** |  |
|  |  | Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of ***health or social care*** or treatment, or the management of health or social care systems |  |
|  |  | Processing is necessary for reasons of public interest in the area of **public health** |  |
|  |  | Processing is necessary for archiving purposes in the ***public interest,*** scientific or historical research purposes or statistical purposes |  |

Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

Failure to provide the minimum information described above would result in you not receiving the service you require.

Your information will be shared with the following recipients or categories of recipient:

Scottish Government for the National Entitlement Card where appropriate.

Your information will be passed to Aberdeenshire Council finance department in relation to raising direct debits and levying hire charges

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

The United Kingdom, Ireland and the Netherlands - safeguarded by the GDPR regulations. The United States of America (Formstack) - safeguarded by the Privacy Shield Programme.

The retention period for the data is:

N/A

The following automated decision-making, including profiling, will be undertaken:

N/A

Please note that you have the following rights:

* To withdraw consent at any time, where the Legal Basis specified above is Consent.
* To lodge a complaint with the information Commissioner’s Office.
* To request access to your personal data.
* To data portability, where the legal basis specified above is:
  + 1. Consent; or
    2. Performance of a Contract.
* To request rectification or erasure of your personal data, as so far as the legislation permits.

# MULTIPLE DATE BOOKING REQUEST FORM

**(Please complete in BLOCK CAPITALS)**

**Facility / Venue applied for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Area / Room requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(eg Pool, Gymnasium, Badminton Court)

**Purpose of Let: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Name of Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dates required:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Session Times** | | **Detail**  (eg 2 lanes, 1 court, meeting room) | **Total No of**  **Sessions** | **Start**  **Date** | **Finish**  **Date** | **Charge per**  **Session** |
| **From** | **To** |
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|  |  | | **Excluded Dates** | |  |  |  |
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If facility/venue is being used for specialist activities, please list name(s) and qualifications of instructor(s) / teacher(s) below:

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Continued /.

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## Is Group/organisation applying for VAT exemption on a series of lets? \*YES / NO

(Criteria governing VAT exemption is available on request from Community Leisure Officer)

\* Please delete as applicable:

* I/we undertake to adhere to the Conditions of Let and/or any Health and Safety or other regulations pertaining to the use of any Aberdeenshire Council Recreation Facility

* I/we will be responsible for the good conduct and safety of the members of our group for the duration of the hire from arrival on the premises until departure
* I/we will meet the cost of any damage arising from our group’s misuse of the facility and/or associated equipment
* \*I/we have requested VAT exemption in regard of the sessions booked and confirm I/we have been made aware of all conditions

**Booking made by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BLOCK CAPITALS PLEASE**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For office use only**

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has Hirer requested VAT exemption: YES / NO

If YES, does club/organisation meet ALL criteria required for VAT exemption: YES / NO

Do all sessions overleaf qualify for VAT exemption: YES / NO

Has Leisure Officer agreed that VAT exemption be applied to this Block Booking: YES / NO

Let authorised by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# CRITERIA FOR VAT EXEMPTION ON LETS

Groups using Aberdeenshire Council Leisure Facilities for sporting purposes on a regular basis may be eligible for exemption from Value Added Tax on sessions subject to the following conditions:

* Block bookings are made in a series of at least 10 sessions and
* Each session is for the same activity at the same place and
* Each session (within the block) is at least 1 day, but no more than 2 weeks apart i.e. if a club has two sessions on same day only 1 can be exempt from VAT and
* The let is to a school, club, association or representative organisation (proof of this must be filed in the form of Sports Council affiliation or copy of their constitution with which must be to the satisfaction of the Recreation Officer or other properly authorised Officer of Aberdeenshire Council) and
* The group must have exclusive use of the facility (ie the area hired must not be shared in any way with the public)
* The Block Booking price must be agreed, and any unit charge applied across the whole series of lets. The Block Booking charge must be invoiced in advance of the let but may be paid in advance or arrears so long as the charge is agreed at the start and applied across the whole block
* The facility is being used for a sporting activity
* No refunds will be made on lets cancelled by club/group.

Please refer to the flow chart below of this page for further guidance.

Does the hall/room have fixed sport or dance equipment?

No

Sporting Hall

Is it used for sporting purposes?

General Purposes Hall

Exempt from VAT

Yes

Yes

No

Exempt from VAT

Is it let for more than 24

hours?

No

Yes

Exempt from VAT

Is it a series of lets?

Yes

No

Do the conditions for exemption all apply?

See attached sheet for conditions

Yes

No

VAT is charged at

standard rate

Exempt from VAT

VAT is charged at

standard rate