



Calvary Centre

Booking Form

The **Calvary Centre** is a welcoming venue where everyone is treated with dignity and respect. We provide and facilitate opportunities for people to socialise, volunteer, and participate in activities that promote the development, health, and wellbeing of the local community. We seek to enhance self-esteem and reduce social isolation, improve social cohesion and equality for all groups, families, and individuals within our operating area.

Contact Details						
Name of Organisation						
Name of Contact Person						
Address						
Address						
Address						
Postcode						
Telephone						
Mobile						
Email address						
Please state whether group is junior (under 16) or adult					Junior / Adult	
Are you a constituted community group / organisation?					YES / NO	
Are you a statutory agency / organisation?					YES / NO	
Are you a commercial organisation / business?					YES / NO	
Has your staff/volunteers been Disclosed or part of the PVG Scheme, and can you provide copies of their paperwork?					YES / NO	
Does your group/organisation/business have appropriate insurance for your activity/event?					YES / NO	
Booking Details						
Purpose for your booking request and number of people attending:						
Space Required	Full Hall	Large Hall	Small Hall	I.T Suite / Mtg Rm 1	Mtg Rm 2 (Sitting Rm)	Mtg Rm 3 (Sitting Rm)
Capacity	Banquet - 60 Theatre - 80 Standing - 100	Banquet - 40 Theatre - 60 Standing - 80	Banquet - N/A Theatre - 20 Standing - 30	12	10	8
Day/Date (single bookings only)						
Type of event (single bookings only)						
How many people will be attending your event, activity, session?						
Start/finish dates (block bookings only)			Start date:		Finish date:	
Start/finish times (single & block) (Please include preparation and clean up)						
Catering Requirements						
<p>Please note: No outside caterers are permitted as our Community Café (The Cosey Café) can provide all your catering requirements at a very reasonable rate! (Menus on request). Groups are permitted to bring in their own Tea, Coffee, & Juice as hot/cold water and cups will be provided upon request.</p>						
Other Requirements						
If you have any other requirements, please let us know as soon as possible so that we can make every effort to accommodate these!						
Payment method	Card Payment		Cash / Cheque		Invoice	

By signing this booking form, you have read and accepted all the conditions of hire points outline on the reverse side of this form!

Signed: _____ Date: _____

We will respond to your request within 5 working days of receiving your completed booking form.

Conditions of Hire

Please return completed to: The Centre Manager, The Calvary Centre, 16 Calvary Road, Glasgow, G33 4RE
 Email: ecusick@calvary.org.uk Mob: 07498843491 Tel: 0141 773 5790 (Direct Number)

I agree on behalf of the above-named group, to abide by the conditions of hire of The Calvay Centre outlined below:

- All parties will be responsible for their own Public Liability and Employers Liability Insurance while operating in or from The Calvay Centre.
- All parties will ensure that they have their own Lone Working Policy (if required) and will endeavour to have a minimum of 2 members of staff in attendance at each session.
- All parties will be responsible for ensuring that all doors and windows are securely locked, all lights and electrical appliances are switched off after each session.
- Only the people/organisation listed in this form are permitted to use The Calvay Centre, and no one may sublease an individual space to other service providers or private companies.
- Each organisation will be responsible for their own members/client's behaviour and conduct.
- Each organisation must comply with any legislation requirements for their services, activities, events, especially related to the protection of children and vulnerable groups. Particularly, if any activity involving children or vulnerable adults is Regulated Work (as defined in the Protection of Vulnerable Groups (PVG) Scheme).
- All parties will be responsible for cleaning and tidying up after each session.
- All parties will need their own phone(s).
- All parties must notify The Centre Manager of any concerns, repairs, damage, and maintenance issues in and around The Calvay Centre during their sessions.
- There will be a charge for any damages / breakages incurred during your hire.
- All parties must remove any perishable products such as milk, bread, etc, after each session, and ensure all bins are emptied and rubbish placed in the large bins outside.
- All parties are encouraged to bring their own equipment to their sessions and are responsible for their own personal property.
- All parties are to be mindful of surrounding neighbours when entering and exiting The Calvay Centre.
- All charges will be paid in full, 2 weeks in advance of the hire taking place.
- Any group/organisation/agency will have their hire terminated if they bring The Calvay Centre or Calvay Housing Association into conflict or disrepute.
- The hirer understands their responsibilities relating to the security of The Calvay Centre and the fire precautions on the premises and agrees to take all reasonable steps to ensure the safety and security of the building and the people who gain access because of them being a hirer, including checking the building is empty and secure at the end of the session.

Fire Safety: Guidance for those using the premises.

1. Introduction

We want everyone who uses The Calvay Centre to be safe and confident in responding in the unlikely event of a fire on the premises. Please take a moment to read and understand the guidance given below which outlines your responsibility with regards to fire safety and tells you what to do in the event of a fire.

2. Exit Routes

Be aware of the nearest fire exit and that your route to it is clear and unobstructed. Make sure everyone you are responsible for is aware of these arrangements at the start of each meeting session.

Be aware of anyone who is with you who will need special arrangements to exit the building such as a physical disability, as well as those with hearing and sight problems. Nominate appropriate individual(s) to help them exit the building using the designated route.

On suspicion or discovery of a fire or on hearing the alarm

- Leave calmly and quickly through the nearest fire exit
- Do not stop to collect your possessions
- Assemble at the entrance of Barlanark Park
- Telephone the emergency services