



## ROOM HIRE APPLICATION / AGREEMENT FORM

### ALL SECTIONS MUST BE COMPLETED

Booking enquiries should be made by phone. *Tel: 01651 843 776.* Bookings will be confirmed by email

<b>Name of Club / Organisation / Company / Applicant</b>								
<b>Contact Name of Responsible Person</b>								
<b>Contact Address inc Postcode</b>								
<b>Contact Email Address</b>								
<b>Contact Phone Number(s)</b>								
<b>Room Required for Hire</b>	<b>Hourly Rate</b>	<b>Daily Rate</b>	<b>Weekly Rate</b>	<b>Date</b>	<b>Time</b>	<b>Duration</b>		
Conference Room Suitable for up to 12 people	£12	£50	£200					
<b>OFFICE USE</b>								
Invoice to be produced after hire.					<b>Total Fee</b>		£	
					<b>Booking Reference</b>			
					<b>Confirm</b>		<b>Refuse</b>	
<b>Approved by</b>	<b>Signature</b>			<b>Print Name</b>				
<b>Reason, if refused.</b>								
<b>Checks Made</b>	<b>Tick or N/A</b>							
<b>Equipment</b>								
<b>Constitution</b>								



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<b>Insurance</b>		
<b>NGB Affiliation</b>		
<b>Qualifications</b>		
<b>Accounts</b>		
<b>PVG Check</b>		
<b>Licences</b>		
<b>PAT Test</b>		
<b>Processed by</b>	<b>Signature</b>	<b>Print Name</b>

**NB. For cancellations, the applicant must give Udny Community Trust 48 hours notice prior to the hire or full hire charge will be levied.**

**I confirm that I accept the terms and conditions applicable in the Terms & Conditions supplied with this form and I will ensure that the users comply with them.**

**I authorise that the use of my personal information for the purposes stated in the relevant Privacy Notice.**

**Signature** \_\_\_\_\_

**Name**  
**Block Capitals** \_\_\_\_\_

**Date** \_\_\_\_\_



**Udny Community Trust Company Limited**  
**Oldmeldrum Road, AB41 7NY**  
**Terms & Conditions of Room Hire**

For the purposes of this agreement:

**UCTC** is Udny Community Trust Company Limited, Scottish Charity Number SCO43777.

**The Hirer** is any Club, Organisation, Company or Applicant wishing to hire a designated room at a pre-arranged time.

**The Premises**, means Udny Community Trust Company Limited, Oldmeldrum Rd, Pitmedden, AB41 7NY.

Room Number	Facilities	Cost
Conference Room	Conference room style with seating for 12 people. Presentation screen with HDMI input. WiFi, Toilet facilities and access to a communal welfare room with tea and coffee making facilities.	/Hour £12 /Day £50 /Week £200

Terms for longer periods of room hire can be agreed by separate written agreement.

**GENERAL TERMS & CONDITIONS OF HIRE**

1. No room shall be used without authorisation.
2. No bookings shall extend beyond 10.00pm without special permission.
3. In the event of a cancellation, the hirer shall give at least 48 hours' notice. Failure to do this will result in the full hire fee being charged.
4. It shall be within the discretion of UCTC to refuse occupancy, withdraw equipment or to terminate any let in cases where such an action appears necessary.
5. UCTC reserves 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 and PVG checks.
6. Use of rooms is limited to that which is described in the application.
7. Activities must be confined to the times and areas described in the application.
8. Hirers using specialist equipment can only use that equipment if there is a person authorised and qualified to use that equipment.
9. Electrical equipment taken into the building for use during the period of room hire must be PAT tested.
10. The hirer shall name 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 building. Emergency procedures are clearly posted in each room.



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11. The hirer will be responsible for communicating to the group information regarding fire regulations, the Terms & Conditions, and any other emergency procedures.
12. The hirer will be responsible for the proper conduct of the hire and will reimburse UCTC for the cost of any damage done to the building, furnishings, fittings, or other contents during the period of the hire.
13. UCTC 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. The hirer 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 to UCTC staff within 24 hours of the incident.
14. The sale of alcohol is prohibited.
15. Smoking is prohibited throughout the building.
16. 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.
17. The hirer is responsible for carrying out an appropriate risk assessment to cover the activity being undertaken.

### **BUILDING SPECIFIC TERMS & CONDITIONS OF HIRE**

18. Entry to the rooms is via the Trust Office door, left-hand side door at the steps. No other entrances / exits can be used.
19. Entry will be made using a 4-digit code on the key pad at the door mentioned above. This code will be emailed to the responsible person on the week of the meeting. Door codes will be changed on a regular basis.
20. The responsible person must sign the group in and out of the building using the sheet located in the room.
21. There will be strictly no access to any ground floor areas. Toilet facilities are available for each room.
22. The hirer must leave all rooms and other communal areas in a clean and tidy condition.
23. The heating system is under automatic control and should not be changed.
24. Communal areas are covered by a monitored CCTV system to ensure building security.
25. It is the responsibility of the hirer to turn off all lights and ensure that the Trust Office outside door is closed behind the last person out.

**A printed copy of these full Terms & Conditions will be available in every room.**

## Club / Organisation / Company / Applicant Supplementary Information Sheet

(To help us plan for the future, please complete the following section, this is not mandatory)

Club / Organisation /  
Company / Applicant Name \_\_\_\_\_

1. Is your Club / Organisation / Company  
Please tick all that apply.

- A formally constituted group
- An informal group
- A business

Please note – groups that are not directly associated with UCTC are required to hold Public Liability Insurance. We will require evidence of valid insurance.

2. Do you or anyone in your Club / Organisation / Company receive payment for the services provided?  
Delete as appropriate.

Yes / No

If yes, then please provide details:

E.g. Statutory social work service for people with learning disabilities, their support staff and carers.

3. Do you or does your Club / Organisation / Company deliver services or activities to any of the following?  
Please tick all that apply.

- Children under 3 years.
- Children and young people aged 3 to 18 years.
- Students in full-time education under the age of 25.
- Over 66 years.

4. Where is your Club / Organisation / Company /Service based?  
Please tick the one that best describes your location.

- In Pitmedden.
- In the wider Udny Area.
- In the wider Formartine Area.
- Further away.



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Thank you for taking the time to complete this form. Please return it with your Room Hire Application / Agreement Form

### **DECLARATION**

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

**Signature**

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**Name**  
**Block Capitals**

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**Date**

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