

Provisional Booking Form



Nithsdale's Mobile Youth Centre

Please note, this a provisional booking form and will NOT secure the booking for MY-Pod.
We will confirm in writing when your booking is confirmed.

SEE CONDITIONS OF LET FOR CHARGES

Contact Name:

Job Title:

Organisation:

Billing Address:

Postcode:

Telephone:

Email:

Internal Recharge Code (Dumfries and Galloway Council Departments only):

Event Details

Date of Event/Group:

Start Time (on site):

Finish Time (on site):

(Min 2 hours on site, charges will include travel time to and from base, see Conditions of Let)

Location of Event/Group:

Description of Event/Group:

Size of Group:

Age Range of Group:

Address of Event/Group (if different from billing address):

Post Code:

Contact Person on the day:

Contact Number on day:

FOR OFFICE USE ONLY

Booking Confirmed: YES/NO

Date:

Booking Authorised (Senior CLD Officer/Principal Officer Only):

Entered on Planner (staff name):

Date:

Signed:

Invoice Raised: YES/NO

Date:

Invoice Number:

CONDITIONS OF LET

The applicant will be required to provide:

- **Ample parking space** with good access and turning space.
MY-Pod is 7.7 metres long, 2.4 metres wide and over 3.1 metres high and a parking space of **12 x 4 metres on a flat surface is required**. (The vehicle cannot be parked on grass)
- A contact person on the date of the event, that Youth Workers can liaise with regarding any issues.

Access height and width for the vehicles should be checked. The access door is situated on the left hand side of the **MY-Pod**.

We will provide 2x Youth Work staff to supervise at all times when Young People are using the facilities in and around MY-Pod.

Please ensure that you read the following information for booking the MY-Pod

Information for Organisations booking the MY- Pod

CLD Nithsdale:-

Will provide a minimum of 2 staff who will be responsible for:

- Bringing MY-Pod to the venue,
- Setting up the games, DJ Equipment etc
- The general safety of the young people attending.

Games can be changed by Youth Workers only and games and games console controllers to be given out and checked in by Youth Workers.

The Youth Work Staff will also check the site on arrival and departure and ensure that no mess is left.

Organisers:-

- Will be responsible for providing the programme of events.
- For the behaviour of the young people attending
- Ensuring the location is suitable for the vehicle

The COUNCIL reserves the right:-

- to decline granting the use of MY-Pod at any time and to any applicant;
- to amend or alter these conditions or its scale of charges at any time;
- to impose any special conditions, which may seem to the Council to be reasonable, to suit the circumstances of any particular booking;
- to cancel any other bookings by an applicant where the applicant has failed to adhere strictly to these Conditions of Let during the course of a booking;
- to remove a block booking where a major let requires the use of MY-Pod

CANCELLATIONS

In the event of the cancellation of a booking by an **APPLICANT**, the following charges will be made:-

- where the cancellation is intimated at least one calendar month before the date booked, 25% of the rental cost will be billed as an administrative charge;
- where the cancellation is intimated less than one month but more than one week before the date booked, 50% of the rental cost will be billed as an administrative charge;
- where the cancellation is intimated less than one week before the date booked, or where the booking is not taken up and no prior notification is given, 100% of the rental cost will be billed as an administrative charge and as a staffing charge (as staff will already be scheduled to work during your let)

In the event of the cancellation of a booking by **THE COUNCIL**, the following will apply:-

The Council will not, be responsible for any costs incurred by applicant in the organisation/advertising/cancellation of the event which is the subject of the booking.

The MY-Pod:- Is required by VOSA to have a safety check and be serviced every 8 weeks. Unfortunately we may have to cancel visits at short notice for the following reasons although we will try to ensure a minimum of six hours notice.

- Problems arising from servicing and safety checks.
- High Winds or Inclement Weather MY-Pod is a high sided vehicle.
- Vehicle Breakdown.
- Staff shortage due to sickness.

COSTS

Standing Daily Charge (Maintenance and Insurance)	*Mileage (Fuel)	*Staffing Charge
£20.00	40p per mile	£15.51 per hour/per youth worker

*Mileage/Fuel costs will be charged at 0.40p per mile from Garroch Road Dept, Dumfries, DG2 8PY to the venue of your hire, and return to Garroch Road Dept, where MY-Pod is based.

*A minimum of 2 x Youth Work staff are required to be with MY-Pod during the course of the hire. Staffing charges will begin from the time the staff and MY-Pod leave Garroch Dept and will end when staff and MY-Pod return to Garroch Dept.

*******PLEASE NOTE THAT THERE ARE NO HIRE CHARGES TO SCHOOLS IN NIITHSDALE*******

If you require further Information please call Oasis Youth Centre on 01387 260243 or email Youth.Work@dumgal.gov.uk

Please sign below to confirm you have read and understand the Conditions of Let as stated above.

Print Name:

Signed:

Date:

Please return booking forms to:

My Pod
Oasis Youth Centre
Newall Terrace
Dumfries
DG1 1LW

Or email – youth.work@dumgal.gov.uk