

Oasis Youth Centre

Room Booking Form

Newall Terrace
Dumfries
DG1 1LW
T: 01387 260 243
E: Youth.Work@dumgal.gov.uk



All cancellations must be made in writing giving 24 HOURS NOTICE otherwise the room(s) will still be charged for.

Organisation's Name: _____

Meeting Title: _____

Contact Address: _____

Contact Tel 1: _____ Contact Tel 2: _____

Email: _____

Which room(s) would you like to book? (Please tick)

Meeting Room	<input type="checkbox"/>	Performance Area	<input type="checkbox"/>
Cafe Area	<input type="checkbox"/>	Rehearsal Room	<input type="checkbox"/>
Youth Information Room	<input type="checkbox"/>	Recording Studio	<input type="checkbox"/>

Date(s) required: _____

Time required: _____

Room Set up (e.g. number of chairs/tables required): _____

Total Cost: £ _____

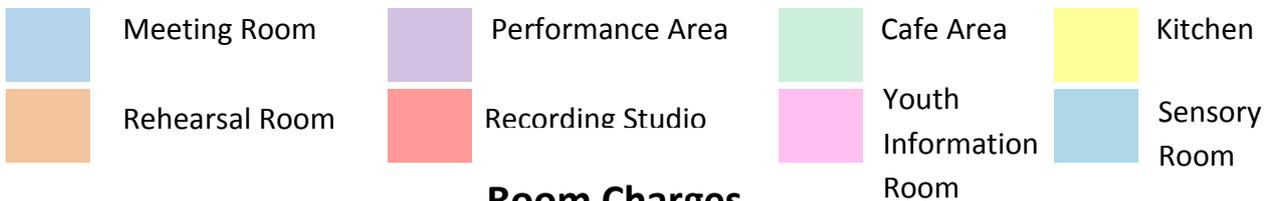
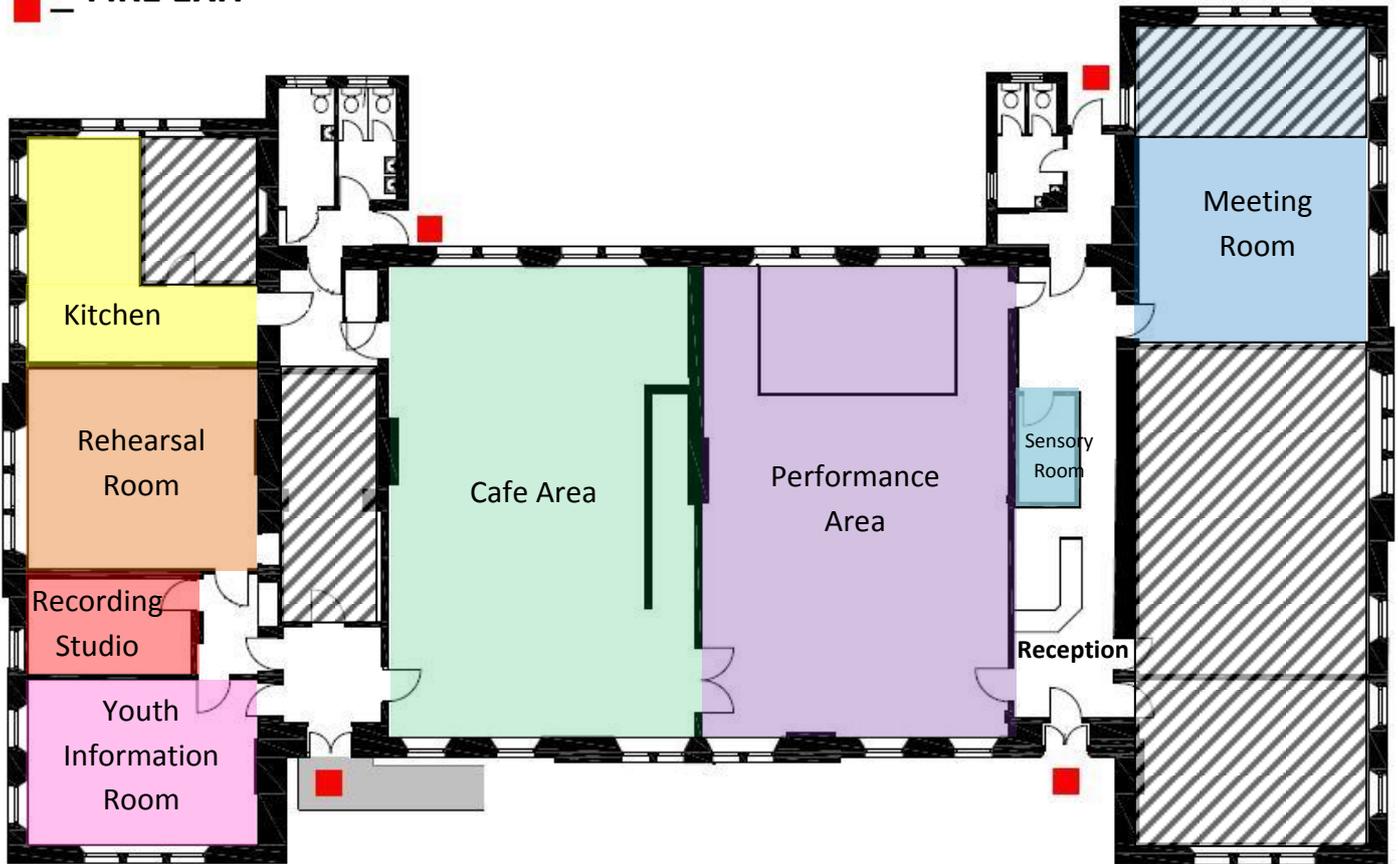
Internal recharge/order no: _____

Persons making bookings for courses, meetings or events at Oasis Youth centre will be deemed to accept liability for any damage to Oasis Youth Centre premises or equipment during the course of the same booking by person or persons attending.

Name: _____ Signed: _____

Date: _____

 FIRE EXIT



Room Charges

Room / Seating Capacity	Youth Groups/Voluntary Organisations (per hour)	Commercial Lets (per hour)
Performance Area (80 people – seating) (150 people – standing)	£12.45	£18.10
Cafe Area (100 people – seating) (150 people – standing)	£18.10	£36.15
Meeting Room (25 people – seating)	£9.15	£18.10
Youth Information Room (10 people - seating)	£9.15	£18.10
Rehearsal Room (Free for under 25's)	£6.65	£12.55
Recording Session	£18.30	£33.60

Would all visitors attending courses, meetings or events please report to main Reception on arrival and sign into the building.

Conditions upon which permission is granted:

1. Normal letting or room hire charges will apply to all bookings as the centre has to generate income to cover the running costs.
2. **Disclosure Scotland** – If the premises, or any part of the premises, are let in connection with the provision of services or activities for children (that is, persons under the age of 18), then it shall be the sole responsibility of the lessee to ensure, in advance, that appropriate Disclosure Scotland checks, under part 5 of the Police Act 1997, have been carried out on any individual who will be involved in the said provision by way of working, whether paid or unpaid, in a childcare position, as defined in Schedule 2 of the Protection of Children (Scotland) Act 2003.
3. The attention of lessees is drawn to the fact that useful guidance on the Protection of Children (Scotland) Act 2003 is available on the Scottish Executive website.
4. The applicant shall make good all damage to the premises or to the furniture, fittings, apparatus, or other property in or about the Centre, which may be caused by or solely attributable to the applicant's use of the centre.
5. The centres music equipment including sound, lights, mixing board or any other equipment shall not be used without permission as this does not belong to Dumfries & Galloway Council. An additional charge may be levied separately if the management committee agrees to the use. In general terms the use will not be given. If it is given an appropriate trained engineer will be required to operate it and the details of engineer must be provided in advance and will be approved only by the management committee on advice from the Councils Senior Youth Music Worker.
6. There will be no smoking on the centres premises.
7. Intoxicating liquor shall not be consumed or be available in the buildings or on the premises thereof, unless special permission has been granted.
8. If furniture or other apparatus is moved in connection with the applicant's use of the building it must be replaced by them at the conclusion of each occasion on which the accommodation is used. No furniture of apparatus shall be moved into the open air.
9. Where a charge is made for the use of accommodation the accommodation shall be held to have been used on each occasion for which permission is granted unless the applicant has given seven clear days' notice of cancellation for the let for that occasion.
10. The applicant will relieve the Council of all claims by third parties for personal injuries or damage to property which have arisen as a direct result of the granting of this permission, except in cases where:-
 - a. The Council are in any way at fault due to their total or partial non-performance of inadequate performance of any terms of the contract, i.e. the Council are in any way in breach of this contract;
 - b. The said claim has arisen due to the Council's negligence.
11. When a let for music room is authorised which could involve the use of specialist apparatus the person having the let will be responsible for any actions carried out in the gymnasium or games hall and ensure that a person with considerable experience or qualifications is in charge when such apparatus is used. Prior permission from the CLD Worker or the Oasis management committee for music equipment must always be obtained before any equipment is used.
12. The Council reserve the right to impose from time to time such further or other conditions as they may think fit, to vary any charges stated above, or to cancel or terminate the permission to use the accommodation without reason stated.
13. Detailed arrangements for the let should be made by the applicants with the Principal officer, whom failing, his Deputy or other responsible person. The janitor/cleaner should not be approached directly.
14. Special conditions, if any: