



Hall and Room Let Conditions

Accommodation in Knightswood Community Centre is available subject to compliance with the following conditions and approval by the Board of Knightswood Community SCIO.

1. Notification of a cancellation of a let shall be advised in writing, using the cancellation forms available from the Centre, otherwise the full hall let charge will be invoiced. Please note that if the cancellation is to be made on the day of the let the Centre's staff should be informed prior to the start of the let.
2. Regular lets will be reviewed annually.
3. Accounts shall be paid no later than the 20th of the following month from the date of the invoice otherwise all future lets will be cancelled.
4. Payments for special lets for events such as birthday parties shall be paid at least two weeks in advance.
5. When required the applicant shall assist in setting out the hall. The applicant is also required to leave the Halls/ Rooms in a clean and tidy condition.
6. The applicant shall accept liability for the payment of all charges for the cost of repairing/ replacing the Centre's property/ equipment as a result of damage/ loss during the occupancy of the let.
7. Bar facilities can be provided for special lets/ private functions and applications for events requiring a bar shall give enough notice for approval to be given and arrangements made.
8. Only alcohol purchased at a licensed event is allowed within the Centre and it is the responsibility of the applicant to ensure that anyone attending a special let/ private function adheres to this condition.
9. Only guide dogs or dogs attending training classes are allowed in the Centre.
10. The applicant shall inform those concerned that smoking or the use of e-cigarettes is not allowed on the Centre's premises including under the canopy at the main entrance.
11. Catering for your event can be provided by the on-site community café who will be happy to discuss your requirements and provide you with a quote. To contact the café please email k.cafe@yahoo.com. Alternatively, permission may be granted to allow you to provide your own catering.
12. Fitness instructors, dance teachers and others providing similar services shall provide a copy of their training certificate and public liability insurance.
13. The applicant shall strictly adhere to the maximum occupant capacity of a hall or room, as informed by the Community Centre Manager.



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Privacy Notice

Knightswood Community Centre understands the need to protect the privacy of its users. For that reason, we have developed a policy which outlines our practices regarding the retention and passing on of information in line with GDPR and the [Data Protection Act 2018](#).

1. Knightswood Community Centre will not collect any personal data about you unless you consent to this or volunteer this information. Such information includes data such as your name, telephone number, address, or email address.
2. Where such data is collected, Knightswood Community Centre will only forward on your information to third parties with your consent.
3. If you do not want your personal data collected, please do not submit it. If you would like any personal data removed, please contact: The Manager, Knightswood Community Centre, 201 Alderman Road, Glasgow, G13 3DD (email: manager@knightswoodcentre.co.uk).
4. Knightswood Community Centre has security measures in place to ensure that no information is lost, altered, or misused in any way.

Knightswood Community Centre may decide to change this privacy policy. If we change anything we will update the policy immediately on our website and notify you of any major changes by making an announcement on our website (www.knightswoodcentre.co.uk).



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The questions below only apply to those providing organised and supervised services and activities for young people under 18 years of age. If the answer to any of the questions is NO the let will not be granted.	YES	NO
Do you know about the Protection of Children (Scotland) Act 2003?		
Do you know that you have a legal duty to ensure that anyone you have in a “childcare position”, whether paid or unpaid, has not been placed on the Disqualification from Working with Children List?		
Have your staff/ volunteers had child protection training?		
Are you or your organisation registered with the Criminal Records Bureau Scotland (CRBS), Disclosure Scotland or another recognised umbrella body?		
Has everyone you recruited into a childcare position under the terms of the Act (paid or unpaid) been vetted through Disclosure Scotland or another recognised umbrella body.		

Please answer the questions above (if applicable), sign below and return this page of the form to:

The Manager, Knightswood Community Centre, 201 Alderman Road, Glasgow, G13 3DD.

I have read and understood the privacy notice on page 2 and understand the data I submit will be used solely in connection with my application.

I agree to comply with the hall and room let conditions of Knightswood Community Centre.

Signed	
Organisation (if applicable)	
Date	