

Your Details			
Your Name		Telephone Number	
Mobile		E-mail	
Address		Type of Event	
Postcode			
Name of Organisation ( If applicable)		Address of Organisation (if applicable)	
Centre Required Please tick	Maryhill Hub Ashgill Recreation Centre	Area(s) Required	
Payment Type	Cash	Please invoice me	No Charge
Date(s) required		Time Required (Include any prep and tidy up time)	
Description of booking		Name of Responsible Person who will be attending booking	
<p>I understand that it is my responsibility as the client to ensure that any electrical equipment that I use within the centre is PAT tested and deemed safe for use. If I am using a company to hire any equipment, I understand that it is <b>my responsibility</b> as the let holder to ensure the correct insurance (Public Liability), Equipment is PAT tested and within date and that any company operating within the centre has appropriate safety certificates and risk assessments. Failure to provide these before the event will result in your hired company being denied access to our building. By signing this document I confirm I have understood this statement.</p>			
<b>Birthday Party? – Please also fill in the below</b>			
Age of child having party			
Will you be using external companies to provide entertainment? If so, please list names of companies			
Birthday Party Package	Option 1 Option 2 Option 3	Further info	
<p>I confirm by signing below that all information above is correct. I agree to the terms of use of community facilities and also terms of use for letting. I agree to any damages caused by people attending my let may be involved directly to me.</p>			
PRINT NAME			
SIGNED			
DATE			

For office Use:

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Third Party Certification received? Yes / No	Date Received:	
Bouncy Castle Form completed? Yes / No	N/a	
Notes:		

### Terms and conditions for letting space within Community Resources – Glasgow City Council

1. Only once confirmation is received from Glasgow City Council will your let be treated as confirmed. Your form must contain all accurate details. Any changes must be notified before the let starting.
2. All applicants must be over the age of 18 years and proof of identity may be required.
3. Glasgow City Council reserves the right to grant or refuse any application for let in whole or part without giving any reason.
4. Payment should be made before the let commences unless an invoice has been arranged.
5. Glasgow City Council reserves the right to cancel a let without being liable for compensation in the event of facilities being required for the purposes deemed necessary by GCC.
6. Notification of hirer's intention to cancel a let must be made in writing. In the event of a cancellation by the hirer, the full let fee is due is cancelled less than 24hrs.
7. Birthday Party deposits are non-refundable, as is any payment made towards a party.
8. The hirer is responsible for any loss or damage to the building, fixtures, fittings, contents and décor during the let. Any damages will be invoiced to the person named on the letting form following confirmation from our contractor.
9. The hirer is fully aware that GCC can accept no responsibility in respect of loss or theft of articles from the premises during the let or any articles left on the premises at any time.
10. I understand that it is my responsibility as the client to ensure that the company that you hire has the correct insurance (Public Liability), Equipment is PAT tested and within date and that any company operating within the centre has appropriate safety certificates and risk assessments. Failure to provide these before the event will result in your hired company being denied access to our building.
11. The hirer must indemnify GCC against any loss or damage as described in these documents.
12. GCC shall be notified by the hirer at least two days prior to the date of the hire in order that any arrangements can be made in terms of seating and layout.
13. All property brought into the centre by the let holder must be removed at the end of the let. Any obstructions caused by articles left may result in an increased charge.
14. All hirers, including organisation, must leave the premises in a clean and tidy condition. Failure to comply may result in additional charge to cover cost of additional cleaning.
15. The hirer is responsible for the provision of stewarding and the security of their lets unless otherwise agreed by GCC.
16. The standard conditions of use for community facilities must be followed to at all times.
17. The hirer is required to ensure compliance with the Food Safety Act 1990 and any subsequent related regulations.
18. GCC will have full access to your area during a let if required.
19. Advice and instruction from GCC staff must be strictly followed to at all times.
20. GCC or persons authorised by GCC shall have the right to suspend or take action at his discretion on any matter which, in the option of the GCC's officers, does not comply with the terms of these conditions, or which are considered necessary in the interests of safety and good order or to deal with any contingency not covered by these conditions of let.
21. Any complaint, compliment or suggestion can be submitted via GCC's website or directly to a member of staff or manager within the facility.
22. Discussion regarding these terms of use can be had with the Service Manager, Community Resources by calling 0141 945 3855.

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**PRIVACY NOTICE**

**MARYHILL HUB / ASHGILL RECREATION CENTRE – Membership Form**

**Who we are:**

Glasgow City Council (GCC) is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk), and by telephone on 0141 287 1055.

**Why do we need your personal information and what do we do with it?**

You are giving us personal information to enable you or your child/dependent under the age of 13 to access services provided by The Maryhill Hub / Ashgill Recreation Centre, including any external events organised by the Centre. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

**Legal basis for using your information:**

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)

Where you elect to use these services, or wish your child/dependent under the age of 13 to use these services, processing personal information is necessary for the purposes of entering a contract with you and performing a contract to which you are party. Without this information, we are unable to enter into and perform a contract with you and therefore unable to provide you or your child/dependent under the age of 13 access to our services.

**Who do we share your information with?**

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

The information we hold about members may also be shared with health and social care services as part of our obligations towards the safeguarding of adults and children at risk of harm.

**How long do we keep your information for?**

We only keep your personal information for the minimum amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on our business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at <http://www.glasgow.gov.uk/rrds> or you can request a hard copy from the contact address stated above.

**Your rights under data protection law:**

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- **Access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **Correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
  - I. you think that we no longer need to hold the information for the purposes for which it was originally obtained
  - II. you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
  - III. our use of your personal information is contrary to law or our other legal obligations.

**Objecting to how we may use your information** – You have the right at any time to tell us to stop using your personal information for service evaluation purposes.

**Restricting how we may use your information** – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

**Information you have given us about other people:**

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact those people in the event of an emergency. If they want any more information on how we will use their information they can email [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk).

**Complaints:**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact our Data Protection Officer by email at [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk) or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website at [www.glasgow.gov.uk/complaints](http://www.glasgow.gov.uk/complaints) .

**More information:**

For more details on how we process your personal information visit [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)  
 If you do not have access to the internet you can contact us via telephone to request hard copies of any of our documents.

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