

Glasgow City Council Application Form

Permission to use The Maryhill Hub

Application number:

Date received:

For official use only

PLEASE ENSURE YOU SIGN THE CONDITIONS OF LET TO INDICATE ACCEPTANCE OF THESE.

1 Your event or activity

The name of your event/activity (the "Event")

The proposed date(s) of the Event (the "Dates of the Event")

At what time will the Event start?

What date and time will you need access to the Centre from

Date:
Time:

The name of the person or organisation applying for permission to hold and responsible for the management of the Event (the "Hirer")

The location(s) you wish to use

At what time will the Event finish?

What date and time will you vacate the Centre (the "Off Site Date")?

Date:
Time:

2 Your contact details

Name and title

Phone number

Mobile number

Email address

Address

Post Code

Invoice address, if different from above

Post Code

3 More about the Event

Please indicate the nature of the Event

Commercial event

Community event

Charity or fundraising

Filming

Promotional activity

Photography

Fitness or group exercise

Other (provide details in the space below)

Please provide us with a brief summary of the Event including any ticket/entry charges.

Please tick here if you wish us to promote the Event on the Glasgow City Council website.

Please estimate the maximum number of people at the Event at any one time

Will all income raised go to charity? If so, please provide the name of the charity and the registered number below:

If you are organising a community Event, please state the beneficiaries of any profits (please include profits from concessions, such as food stalls or retail units)

Please indicate if the Event will include any of the following activities:

Retail	<input type="checkbox"/>	Animals	<input type="checkbox"/>	Fireworks/pyrotechnics	<input type="checkbox"/>
Collections for charity/raffle	<input type="checkbox"/>	Food or drink	<input type="checkbox"/>	Alcohol	<input type="checkbox"/>
Carnival	<input type="checkbox"/>	Cinema	<input type="checkbox"/>	Theatrical performance	<input type="checkbox"/>
Procession	<input type="checkbox"/>	Market stalls	<input type="checkbox"/>	Music (live or recorded)	<input type="checkbox"/>
Constructed stage	<input type="checkbox"/>	Fairground rides	<input type="checkbox"/>	Inflatables (including bouncy castles)	<input type="checkbox"/>

N.B. You may be required to obtain a licence or permit if the Event includes any of the above. Applications for Temporary Public Entertainment Licences for major events with a capacity of over 5000 spectators must be submitted at least 6 months prior to the event. For all other events, applications must be lodged no later than 3 months prior to the event. Permission to Use will not be granted if these deadlines cannot be met. You are responsible for ensuring that you apply for all necessary licences/permits.

The Council can also provide the following additional services: waste/site clean-ups if you wish further information on these services, tick the box and a member of Commercial Services will be in touch.

4 Check list and declaration

Please confirm that:

The Event is covered by public liability insurance. This is essential for all events.	<input type="checkbox"/>
You have you completed a risk assessment for the Event This is essential for all events.	<input type="checkbox"/>
You have read and agree to abide by the Terms and Conditions of Let.	<input type="checkbox"/>
You agree to make full payment to the Council in advance of the Event.	<input type="checkbox"/>
You agree to inform us of any changes to the information specified in this application form.	<input type="checkbox"/>

Please note, you must confirm all of the above in order for us to process your application form.

Please return this form as soon as possible to Maryhillhub@glasgow.gov.uk

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Charges to be applied at a rate of £ for days **Total charge for let** £

General Terms and Conditions of Let

For the use of The Maryhill Hub

1	The Council permits the Hirer to use The Maryhill Hub solely for the purposes connected with the Event and only in accordance with these terms and conditions of let.
2	Subject to the normal use of the Maryhill Hub by the Council, its employees and representatives and members of the public, the Hirer and its authorised representatives, agents or contractors (the "Company Persons") shall be given reasonable access to the Centre from the On Site Date to the Off Site Date.
3	The Hirer must ensure that staff vehicles using the Centre carpark adhere of 5 mph.
4	The Council shall notify the Hirer of the sums payable for the area they are leasing (the "Fee") and the Hirer shall pay the Fee plus Value Added Tax thereon by bank transfer to be received by the Council at least four weeks in advance of the On Site Date, unless otherwise agreed with the Executive Director of Neighbourhoods, Regeneration and Sustainability. The Fee shall be commercially sensitive and confidential information.
5	The Hirer shall ensure they have in place Public Liability Insurance to the value of at least five million pounds (£5,000,000) in respect of any one claim from the On-Site Date. The insurance cover must indemnify the Council from and against all actions, claims, losses, and expenses whatsoever in respect of loss of life or personal injury or damage to property, howsoever caused, arising out of, or in any way attributable to, the act or default of the Hirer. Any such loss, damage, injury etc. will be the responsibility of the Hirer.
6	The Hirer shall effect and maintain in place Employers Liability Insurance with cover in excess of ten million pounds (£10,000,000) per incident from the On Site Date.
7	A copy of the Public Liability Insurance must be exhibited on site.
8	The Hirer shall procure that all Company Persons observe and act in accordance with the terms of all policies of insurance effected by the Hirer and shall refrain from any act or omission which would or would be likely to invalidate such insurances or any of them.
9	The Hirer shall accept full responsibility for loss of or damage to its property within the Centre and shall have no claim against the Council in any respect in connection therewith, unless such loss or damage arises as a result of the Council's negligence or breach of these terms and conditions of let.
10	The Hirer shall be liable for the acts and omissions (including negligence) of all Company Persons within the Centre as if they were acts or omissions of the Hirer.
11	Neither the Council nor the Hirer excludes or limits its liability arising out of or in connection with these terms and conditions of let for: <ol style="list-style-type: none">1. death or personal injury;2. fraudulent misrepresentation; or3. any other liability which cannot by law be excluded or limited.
12	The Hirer shall ensure that access to the Centre for emergency service vehicles is available at all times.
13	The Hirer must contact the Council's Building Control department should the Event involve any temporary raised structures that are 600 mm or more above ground level. (email building.control@drs.glasgow.gov.uk for advice and further information)
14	The Council reserves the right to cancel the let in the case of circumstances out with its control. Such circumstances include fire, flood, severe adverse weather conditions, casualty, lock-out, strike, labour disputes, industrial action of any kind, unavoidable accident, national incident or riot, act of god, the enactment of any act of parliament or the act of any other legally constituted authority, any cause or event arising out of or attributable to war, or any other cause or event (whether of a similar or dissimilar nature) outside the control of the Council. In these circumstances, the Council shall not be liable for any costs incurred by the Hirer in respect of the cancellation.
15	If at any time during the currency of the let the Hirer shall fail to implement or shall contravene any of the terms and conditions of let imposed upon them or in the event of the Hirer going into liquidation or having a receiver or administrator appointed in respect of any part of its undertaking, (each of the aforementioned being referred to hereinafter as a "Termination Event") the Council shall be entitled to terminate this let without penalty provided always that the Termination Event is not directly attributable to negligence on the part of the Council or its officials.
16	All information submitted by the Hirer to the Council may require to be disclosed and/or published by the Council. Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004 (the decisions of the Council in the interpretation thereof being final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, as a consequence of judicial order, or order by any court, tribunal or body with the authority to order disclosure (including the Scottish Information Commissioner). The Fee shall be commercially sensitive and confidential information.
17	The Hirer shall be prohibited from assigning or sub-letting this let without the prior written consent of the Council.
18	The Council reserves the right at all times to carry out such works or services as it deems necessary in the interest of public safety.
19	The Hirer acknowledges that Council policies are subject to change. Details of current policies and policy updates can be accessed on the Council website.
20	This document is governed by the law of Scotland and the Council and the Hirer agree to the exclusive jurisdiction of the Scottish Courts.

Signature:

Date: