

## Glasgow South Community Space Booking Form

Your contact details	
Your name	
email address	
Contact number	
Organisation name	
Invoicing address	



Booking information	
Date and time of booking request (including set up and tidy up of space)	
Number of people attending	
Provisions provided by Bike for Good <i>Please tick all that you require.</i>	<input type="checkbox"/> Chairs* ( <i>maximum 70</i> ) <input type="checkbox"/> Tables* ( <i>12 plastic foldable, 6 places per table</i> ) <input type="checkbox"/> Projector <input type="checkbox"/> Projector screen <input type="checkbox"/> Tea and coffee ( <i>will incur additional fee of £1 pp</i> )** <input type="checkbox"/> Outdoor space <input type="checkbox"/> Gazebo ( <i>maximum 1</i> ) <input type="checkbox"/> Parking space ( <i>outwith Bike for Good working hours only. Working hours are 9am - 5pm, Tuesday to Saturday and 9am - 8pm on Thursdays. Dropping off and picking up equipment is permitted at any time</i> )
* Number of tables and chairs required	
** Number of people requiring tea and coffee	
Any other details/information	

**Please read through the following terms and conditions:**

- There must always be a member of staff in the building (either a Bike for Good employee or, if you are using the space out of hours, a member of staff from your organisation).
- The room and any outdoor space must be left as found. Setting up and clearing up is your responsibility.
- You must organise your own catering. We can recommend Kaleyard, who can be contacted here: [hello@kaleyard.org](mailto:hello@kaleyard.org)
- The car park outside the building must be kept clear and is therefore not to be used for parking vehicles. Dropping off and picking up equipment is permitted.
- We are an environmental organisation. We encourage all users to dispose of their rubbish responsibly. Please use the correct bins as required and recycle your waste wherever possible.
- We charge a fee of £15 per hour (introductory offer for July bookings only, thereafter all bookings will be a rate of £30 per hour). We require all payments to be made upfront, the booking will not be confirmed until it is received by us. If a cancellation is made less than 3 days before your booking is due to commence, the payment will not be refunded.
- A discretionary deposit may be applied to some bookings so as to ensure the space is kept in good condition.

I agree to the above terms and conditions.

Signed:

Date:

**Please note:**

Currently we are unable to offer disabled access but are working on providing this very soon.

We are a charity and have limited resources. The aim of our organisation is to promote and encourage cycling, and we prioritise the delivery of our work. We cannot provide staff members to supervise any events, nor can we set up or dismantle the room. Thank you for your cooperation.