



This form will be shared with City of Edinburgh Council and Southside Community Centre Association SCIO, both of whom will process and store the information provided for the purpose of managing your booking. Data privacy notices are available on request.

About you	
Name:	
Address:	
Telephone number:	
Email address:	

About your group / organisation (if applicable)	
Name:	
Address:	
Telephone number:	
Email address:	
Website:	
Facebook:	
Twitter / X:	
Instagram:	

About your booking	
Please tell us about your booking, include information such as what activities will be taking place, how many people shall be attending, cost of entry etc. Please provide as much information as possible.	
Is your booking open to the general public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sporting coaching often requires professional certification from the sports governing bodies. Do you hold such certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
If you are undertaking an activity with vulnerable adults and / or children, are any employees or volunteers that shall be present members of the Protecting Vulnerable Groups scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Do you hold appropriate insurance for the activity planned?	<input type="checkbox"/> Yes <input type="checkbox"/> No

When is your booking – occasional booking*(If you are making a regular recurring booking (weekly, monthly etc) do not complete this section, move to the next section)*

Date	
Start time <i>(please include all setting up time)</i>	
Finish time <i>(please include all clearing away time)</i>	

When is your booking – regular booking

First date requested	
Pattern <i>(i.e, weekly, monthly etc)</i>	
Dates not required <i>(for example a term break)</i>	
Last date requested	
Start time <i>(please include all setting up time)</i>	
Finish time <i>(please include all clearing away time)</i>	

Your space requirements

Space	Required	Set up needed / centre equipment needed
Hall		
Room 1		
Room 2		
Café seating area		

Declaration

By submitting this form I agree that I have read and understood, and agree to be bound by the terms and conditions of let as published by Southside Community Centre Association SCIO.

Further, I understand that I am required to submit a booking form, risk assessment and fire safety declaration before my booking request shall be considered.

Signature:	
Printed name:	
Date	