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| --- | --- | --- | --- | --- |
| **Name of Agency:** |  | | | |
| **Company/Charity Number** |  | | | |
| **Description of group/activities you want to book the space for.** |  | | | |
| **How would you like the space to be set up?** |  | | | |
| **Period Of Let:** | Date From: |  | Date To: |  |
| Day: |  | Time |  |

|  |  |  |
| --- | --- | --- |
| **Which of our spaces would you like to book?** | **Price** | **Please tick** |
| One-to-one room A | £10 per hour |  |
| One-to-one room B | £10 per hour |  |
| Consultation room | £10 per hour |  |
| Group room (up to 15) | £15 per hour |  |
| Gallery and Reception | £25 per hour |  |
| Tea and coffee | 50p per person |  |
| Drop-in room | £25 per hour |  |
| One desk for a day | £10 |  |
| One desk for a week | £35 |  |
| One desk for a month | £130 |  |
| 2 desk office space | £2,400 per year if booked for the whole year |  |
| 4 desk office space | £4,800 per year if booked for the whole year |  |
| The following are included in the price of the let:   * WIFI access to high-speed fiber broadband, * Shared kitchen with fridge, kettle, microwave, * Shared staff room, * Shared access to four toilets, * Access to children/young peoples’ garden space (being developed), * Bills included – cleaning, small supplies of power, heat and light.   Preference is given to agencies or individuals who work directly with children and young people,  Bookings must be paid in advance. | | |

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| **Main Contact Name (please print)** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email** |  |

**Conditions of let**

1. Everyone using our space is required to work within Let’s Talk’s values:

* Young people are at the centre of everything we do,
* We believe in kind, open and honest communication,
* We have integrity and we take responsibility,
* We want to understand what has happened to you, how you feel and what might help,
* We are caring and compassionate, and we listen,
* We take responsibility and are accountable,
* We keep innovating and learning.

Our organisational values are underpinned by UN Convention on the Rights of the Child.

2. All sports groups must be registered with the appropriate sporting body and must provide copies of insurance to cover their activities. Only Martial Arts teachers recognised by Sport Scotland will be eligible to hold martial arts classes.

3. Let’s Talk do not have legal responsibility for vetting other agency’s employees or volunteers. The agency or individual using our space is responsible for complying with the Protection of Children (Scotland) Act 2003 or the Protection of Vulnerable Groups (PVG) (Scotland) 2007.

Additional information can be found at the following:

PVG scheme - www.mygov.scot/pvg-scheme

Youth Link Scotland - [www.youthlinkscotland.org](http://www.youthlinkscotland.org)

4. Any breakages or damages to the Let’s Talk building, fixtures/fittings or equipment which occur during letting must be paid for.

5. Please leave the space clean and tidy. Please recycle where possible.

6. Please be aware that you must comply with all relevant Health and Safety legislation and must ensure that you are familiar to the accident reporting and fire evacuation procedures before the let commences.

7. Cancellations must be made a minimum of 5 days in advance. If not letting fee must still be paid.

8. All lets are subject to cancellation or alteration. Letting fees may be increased or changes made to the present policy at short notice.

9. Let’s Talk are keen to sort out any issues that arise. However, if there is persistent non-compliance with terms and conditions your let could be terminated.

**DECLARATION.**

**I confirm that I agree to the conditions of the let listed above and that I and my agency are happy to abide by them.**

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| --- | --- |
| **Agency or Individual’s Signature** |  |
| **Print Name** |  |
| **Date** |  |

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| **For office use only**  Booking has been confirmed and entered into room booking calendar □  Fees have been paid □  Requirements for room set up have been put in place □  Name of person taking this booking ……………………………………………. |