**Community & Charity application form**

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| Contact name: |  |
| Organisation: |  |
| Charity Registration No: |  |
| Telephone number: |  |
| Email address: |  |
| Website address: |  |
| Social media pages: |  |

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| **OVERVIEW OF GROUP/CHARITY:**   * Outline the main aims and activities of your organisation. * Describe benefits and outcomes that you expect to achieve with this event * Describe how the event can help to achieve your objectives  |  | | --- | |  | |

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| **EVENT DETAILS:** |

**YOUR REQUIREMENTS:**

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| Preferred event date |  |
| Number of planned staff to  be present at event: |  |
| Please list any equipment you would plan to bring on the day (e.g. pop up stands): |  |
| Please indicate if you require power and detail any equipment will bring into the centre. *PLEASE NOTE: All equipment must be PAT tested and certificates will be required* |  |
| Do you require chairs? If so, please indicate how many below. |  |

**OUR REQUIREMENTS:**

**Insurance:** Please ensure you attach your Public Liability Insurance when returning this form.

**In-Centre precautions:** On arrival at St. Enoch Centre, please ensure a member of your group signs in with Data Control, which is located on the 2nd floor of the centre, near Debenhams. Please sign out with Data Control on departure.

**Fundraising collections:** We would request that you contact us following your fundraising event to inform us how much money was raised whilst in the Centre. This is for internal reporting to allow us to track fundraising totals on an annual basis.

**TERMS AND CONDITIONS:**

1. Free mall space will be available to charity or community group considered local to the centre. All users should be registered charities or established community groups.
2. The CB can be used to promote the organisation or raise funds or awareness for campaigns or appeals. Please note, all can / bucket collections must be accompanied by activity such as an information stand or entertainment. We ask that all promotions and events provide engagement and/or entertainment for our shoppers.  Under normal circumstances, dance groups are not permitted as part of a charity collection.
3. Generally space will be offered on a one day/weekend basis only.
4. No organisation/charity will be offered space more than twice in any twelve month period.
5. On arrival at St. Enoch Centre, a member of the group must sign in with Data Control. The group must also sign out with Data Control on departure.
6. Event set-up must meet with the standards set out by Centre Management. The event must be set up and manned before the Centre opens for trading.
7. All materials used for the promotion should be properly printed, no hand written posters or signage permitted. Signs cannot be displayed on walls and therefore must be a stand or pop-up banner. Handwritten signed are not permitted.
8. Persons manning the event should stay within a two meter radius of the event space and abide by the Centre’s solicitation rules.
9. All activities undertaken should be agreed in advance by Centre Management, including give-aways etc….
10. Leafleting during an event must be agreed in advance with Centre Management, and will only be permitted within the area of activity.
11. Noise levels of any sound equipment, music and/or instruments must be of an acceptable level and will be monitored by Centre Management.
12. The area must be kept tidy and free from any storage boxes, bags or similar items.
13. Centre Management reserves the right to publicise the activity through press, website or social media.
14. Centre Management reserves the right to photograph the activity for marketing purposes.
15. The activity location will be determined by Centre Management and is subject to change.
16. Centre Management reserves the right to cancel an event booking at short notice.
17. When fundraising has occurred, the charity or group are required to contact St. Enoch Centre following the fundraising event to inform how much money was raised whilst in the Centre. This is for internal reporting to allow us to track fundraising totals on an annual basis.

Please sign and date below to indicate that all the information provided is accurate and that you understand and agree to the conditions set out above. This form must be returned completed before any charity activity can be confirmed.

Signed

Print Name

Date

Enclosed Public Liability Insurance □ PAT Test Certificates □

**Please return the completed form, together with relevant documents to** [**enquiries@st-enoch.co.uk**](mailto:enquiries@st-enoch.co.uk) **; alternatively fax to 0141 204 3892, or post to Customer Services, St. Enoch Centre, 55 St. Enoch Square, Glasgow, G1 4BW.**