

PROTECT
Please note if you're
using this form on a
handheld device, Adobe
Acrobat Reader is
required

EAST RENFREWSHIRE CULTURE AND LEISURE
SERIAL LET APPLICATION FORM FOR HALL/SCHOOL



Please complete all relevant information and return by email to:
community.facilities@ercultureandleisure.org or post to:

East Renfrewshire Culture and Leisure, St John's Campus, 18 Commercial Road, Barrhead, G78 1AJ
Tel: 0141 577 3900 Fax: 0141 577 3900. website: www.ercultureandleisure.org

Select
year:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
January																																
February																																
March																																
April																																
May																																
June																																
July																																
August																																
September																																
October																																
November																																
December																																

NAME OF HALL/SCHOOL/LIBRARY:

NAME:	NAME OF CLUB ORGANISATION:
ADDRESS:	CONTACT TEL NO:
POST CODE:	MOBILE NO:
PO/REFERENCE NUMBER:	E-MAIL ADDRESS:

ACCOMMODATION TYPE (PLEASE COMPLETE FOR ALL ROOMS/AREAS REQUIRED)	HOURS OF USE		NUMBERS Click here for capacity details		ACTIVITY TYPE (Please specify)
	From	To	Min	Max	

Special requirements/equipment:
[Click here](#) for example set ups:

Please circle as appropriate, sign & date form.

Will There Be Music

Use Of Kitchen

Do any members of your group require assistance to exit the building in the event of an emergency?

Current Prices

[School Prices](#)

[Hall and Pavilion Charges](#)

Payment is required at time of booking and can be made by debit or credit card (2% surcharge applied to credit card payments only). We will contact you for payment. Alternatively you can post your let application form with payment to the above address. Cheques should be made payable to East Renfrewshire Culture and Leisure Ltd. For registered groups, we will agree payment arrangements with you.

Any cancellations must be notified in writing no less than 28 days prior to let or will be subject to charging. Please refer to conditions of let for more information. Prices subject to review in April each year.

I hereby make application for the use of specified accommodation and if granted agree to accept and abide by the Trust's [conditions of let](#) which I have received and read.

We aim to process your booking within 3 working days.

OFFICE USE ONLY

Accommodation	No of Hours	Hourly Rate (£)	TOTAL (£)

DATE(S) NOT AVAILABLE:

Total Charge Per Let	100% Concession	50% Concession	Total Due Per Let

MRM reference number	School let number	Date Received	Confirmed By	Date Confirmed

Any personal information you give to us will be processed in accordance with the UK Data Protection Act 1998. The information will be held by East Renfrewshire Culture and Leisure Ltd for the improvement and delivery of customer services and may be used for statistical and research purposes. The information may also be used for marketing purposes of East Renfrewshire Culture and Leisure Ltd and may be shared with East Renfrewshire Council.