

PROTECT  
Please note if you're  
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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](mailto: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](http://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 VENUE/SCHOOL/LIBRARY:

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

| ACCOMMODATION TYPE<br>(PLEASE COMPLETE FOR ALL ROOMS/AREAS REQUIRED) | HOURS OF USE |    | NUMBERS<br><a href="#">Click here</a> for capacity details |     | ACTIVITY TYPE<br>(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. 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 |
|                      |                   |               |              |                |