

OFFICIAL - SENSITIVE

EAST RENFREWSHIRE CULTURE AND LEISURE TRUST

ONE OFF LET APPLICATION FORM FOR HALL/SCHOOL

Please complete all relevant information and return with payment to: East Renfrewshire Culture and Leisure Trust,
1 Burnfield Avenue, Giffnock, East Renfrewshire, G46 7TL
E-mail: community.facilities@ercultureandleisure.org Tel: 0141 577 3900

NAME OF HALL/SCHOOL:	DAY & DATE REQUESTED:
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NAME:	NAME OF CLUB:
ADDRESS:	CONTACT TELEPHONE NO:
	MOBILE TELEPHONE NO:
POSTCODE:	E-MAIL ADDRESS:

ACCOMMODATION TYPE (PLEASE COMPLETE FOR ALL ROOMS/AREAS REQUIRED)	HOURS OF USE		NUMBERS		ACTIVITY TYPE (Please specify)
	From	To	Min	Max	
Special requirements/Equipment:					

Please circle as appropriate, sign & date form.

Public Liability Insurance	Group has own / Require trust's one off public liability insurance
Will there be alcohol at your event?	Yes / No
Will There Be Music?	Yes / No
Do you require use of the kitchen?	Yes / No
Would you like to receive information about our products, including special offers?	Yes / No

A Non-refundable deposit of £50 (or 50% of total) is required by return. Balance will be invoiced approximately 3 months in advance of let and should be paid within 28 days. Full payment due if booking made within 3 months of let. 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.

Cheques should be made payable to East Renfrewshire Culture and Leisure.

I hereby make an application for the use of specified accommodation and if granted agree to accept and abide by **East Renfrewshire Culture and Leisure Trust's Conditions of Let** which I have received and read.

Signed _____

CULTURE AND LEISURE TRUST USE ONLY

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

Total Charge Per Let	100% Concession	50% Concession	Less Deposit	Total Due Per Let	Receipt Number
MRM reference number	School let number	Date Received	Confirmed By	Date Confirmed	