

EAST RENFREWSHIRE CULTURE AND LEISURE TRUST

SERIAL LET APPLICATION FORM FOR COMMUNITY HALL OR 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

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|---------------------|
| NAME OF HALL/SCHOOL |
|---------------------|

COMPLETE DATES REQUIRED: _____ DAY(S) REQUIRED: (eg Mon) _____

| | | | | | |
|---------|----------|-----------|---------|----------|----------|
| JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE |
| | | | | | |
| JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER |
| | | | | | |

| | |
|------------|-----------------|
| NAME: | NAME OF CLUB: |
| ADDRESS: | CONTACT TEL NO: |
| | MOBILE: |
| POST CODE: | E-MAIL ADDRESS: |

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

Please circle as appropriate, sign & date form.

- Will there be alcohol at your event? Yes / No
- Will There Be Music? Yes / No (specify type)
- Do you require use of the kitchen
(Please note use of school kitchens are subject to charges) Yes / No (If yes specify hours)
- Would you like to receive information about our products, including special offers? Yes / No

Monthly accounts will be issued and must be paid within 28 days. 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's Conditions of Let** which I have received and read.

Signed _____ Date _____

Culture and Leisure Trust 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 |
|----------------------|-------------------|---------------|--------------|----------------|
| | | | | |