

EAST RENFREWSHIRE CULTURE AND LEISURE TRUST

SERIAL LET APPLICATION FORM FOR COMMUNITY HALL OR SCHOOL

Please complete all relevant information and return to: East Renfrewshire Culture and Leisure,
 St John's, 18 Commercial Road, Barrhead, G78 1AJ
 Tel: 0141 577 3900, Fax: 0141 577 3901, e-mail: community.facilities@ercultureandleisure.org

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:
POST CODE:	MOBILE TEL NO:
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 Yes / No (If yes specify hours)
(Please note use of school kitchens are subject to charges)
- 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:	
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Total Charge Per Let	100% Concession	50% Concession	Total Due Per Let

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