**Tamfourhill Community Hall**

**LET APPLICATION FORM**

Please complete all relevant information and return your completed form within 14 days to:

Tamfourhill Community Hall, Machrie Court, Tamfourhill

*Tel: 07802887003. Email: thillcentre@live.co.uk*

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| **1- APPLICANT DETAILS** |
| Organisation: |  |
| Name of applicant: |  | Age of applicant:over 18 |  |
| Addres |  | Day |  |
| Evening phone |  |
| Mobile: |  |
| E-mail:  |  |

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| **2- VENUE REQUIREMENTS – Circle/Tick as required.**  |
| Areas required:  | **Main Hall**  |
| Kitchen:**Please complete ‘Food Act’ form** |  | No | Regular Let:One off Let: | Yes Yes x | NoNo |
| Day:  | Mon  | Tues  | Weds  | Thurs  | Fri  | Sat x | Sun  |
| Frequency:  | Weekly | Fortnightly | Monthly |
| Other, please list dates below: |
|  | End date: |
| Start time: | End time: |

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| **3- BOOKING DETAILS** |
| Purpose of let:party |
| Attendance | Minimum | Maximum:30 |
| Age of attendees | Pre 5: xyes | Youth (under 18) xyes: |
| 18 - 21: | 21 - 60: | Over 60: |
| Additional information/ requirements: |
| **4- DECLARTATION** |

If the kitchen is to be used, the attached ‘*Food Act*’ form must be completed and returned. If attendees are under 18’s, the attached ‘*Youth Let*’ form must be completed and returned.

I confirm I have read and understand the attached ‘*Terms and Conditions of Let*’. I confirm that I accept responsibility for this let and will be liable for any associated invoices.

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| Print : | Sign: | Date: |